



Corporate Governance Compliance Officer

A. Duties and Responsibilities

This role will work closely with the Board of Directors to ensure the effective operation of key elements of Milestone Guaranty and Assurance Corp. corporate governance.

He/She will be responsible for compliance reporting to the Board, liaising with stakeholders and raising issues to the Board where appropriate.

Specific duties:

1. Develop, implement, maintain, and revise policies and procedures for the general operation of the Compliance Program;
2. Develop, review and update the Company's Code of Conduct;
3. Respond to alleged violations of rules, regulations, policies, procedures, and Standards of Conduct by evaluating or recommending the initiation of investigative procedures;
4. Assist in the development of and monitor systems for uniform handling of such violations across the multiple administrative venues.
5. Identify potential areas of compliance vulnerability and risk;
6. Direct the development and implementation of corrective action plans by line authorities for resolution of problematic issues; and provide general guidance on how avoid or mitigate similar situations in the future.

B. Qualifications

A degree, or equivalent level qualification

Knowledge of Insurance regulations

Impeccable communication skills

Quality and attention to detail

Ability to take initiative and forward plan

Interpersonal and diplomacy skills – able to deal with stakeholders of all levels

Understanding and ability to maintain confidentiality