

Junior Compliance Expert (f/m/d)

Job title: Junior Compliance Analyst
Job type: Full-Time (40 hours)
Employer: ACGF – Afghan Credit Guarantee Foundation
Location: Berlin
Start: ASAP

Who we are:

ACGF – Afghan Credit Guarantee Foundation is a charitable foundation based in Cologne, Germany with an office in Berlin. ACGF was founded in September 2014 by the German Federal Ministry for Economic Cooperation and Development (BMZ) and DEG – Deutsche Investitions- und Entwicklungsgesellschaft mbH (a member of the KfW Group). ACGF is further supported with funds provided by the World Bank, KfW Development Bank, and the European Union.

ACGF's mission is to improve access to finance for Micro, Small, and Medium Enterprises (MSMEs) in Afghanistan by providing credit guarantees and related technical assistance to Partner Institutions (PIs) – banks, micro-finance, and micro-deposit institutions. ACGF further has established a matching grants facility for Afghan MSMEs. ACGF is supported by its Afghan subsidiary SCSA – SME Client Support Afghanistan LLC. ACGF and SCSA in total have more than 50 staff members.

Job Summary:

ACGF seeks to onboard a meticulous and motivated **Junior Compliance Expert (f/m/d)** to join our Compliance Team. The ideal candidate will support the Compliance Department in ensuring that the organization's general compliance responsibilities and compliance-related tasks are handled adequately, efficiently, and without delays.

One focus area of ACGF's Compliance Department is the oversight of procurement processes in the organization to assess whether all procurements are conducted according to the respective guidelines and in a complete manner, which could include cooperation with stakeholders and donors (e.g. World Bank, EU, UNCDF) and aligning with their procurement standards when required. As a core task, the Junior Compliance Expert will support the Compliance Officer in this area.

This entry-level position is an opportunity for a candidate eager to start a career in compliance and regulatory affairs, as well as to build experience in procurement processes, offering a pathway to professional growth and development.

What You`ll do:

- You will support the Compliance Department in **tackling the day-to-day compliance responsibilities** in the organization.
- You will help in **reviewing and updating organization policies** to ensure they are aligned with current regulations.
- You will **maintain accurate and organized records of all compliance activities**, including audits, training sessions, and investigations.
- You will assist in **preparing regular reports** on compliance status, issues, and activities for management review.
- You will help **organize and conduct compliance training sessions**.
- You will support the Compliance Officer in the **effective oversight of the procurement processes** in the organization.
- You will provide **general administrative support** to the Compliance Department.

Your profile:

- **Minimum Bachelor's degree** in Compliance (Management), Business Administration, Law, Finance and/or Accounting, or a related field.
- **Up to 2 years of experience** in a compliance, administrative, and/or procurement role
- Internship or **experience in procurement management** is an asset.
- Strong **analytical and problem-solving skills**.
- Excellent **organizational and time management abilities**.
- Dedication to **detail and diligence**.
- Ability to **handle multiple tasks** under time pressure.
- **Self-initiative and willingness to learn**.
- Good **communication and interpersonal skills**.
- Ability to **work independently and as part of a team**.
- **Excellent command of English language**, German is a plus.
- Proficiency in **Microsoft Office Suite** (Word, Excel, PowerPoint).
- **Familiarity with procurement systems** is an advantage.

What We Offer:

- A job in a distinctly **international environment** offering **steep learning curves** and **close cooperation** with your team.
- Opportunity to contribute to a **visible impact in Afghanistan**.
- An environment supporting **autonomous and results-oriented work** with short communication and decision-making processes.
- **Flexible working hours** including **mobile working possibilities**.
- **Competitive compensation**.
- **Further training** opportunities.
- **Office in the heart of Berlin**, easily accessible by public transport.
- Free **Deutschlandticket**.
- **30 days of holiday**.
- **Relocation support**.

Interested?

We are looking forward to getting to know you. For more information about us, please visit our website at www.acgf.de.

Please apply [here](#) with a **CV**, a **cover letter** detailing your relevant experience and why you are interested in this role as well as your **remuneration expectations**. Applications are reviewed on a rolling basis.

For any questions regarding this job announcement, please contact our Compliance Officer Maksimiliana Zabunova (m.zabunoca@acgf.de) or Cynthia Walbaum (c.walbaum@acgf.de).

ACGF is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.