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Regulatory Research Analyst Jobs In Islamabad Rawalpindi Pakistan Regulatory Research

Analyst Jobs in Islamabad, Rawalpindi, Pakistan Job Title: Regulatory Research

Specialist Department: Regulatory Reports to: Manager Regulatory Office Location: Karachi,

PK Remote or Onsite: Hybrid Responsibilities: Responsible to have a clear understanding of all the regulatory requirements and approval/ compliance process for the assigned libraries.

Responsible to have precise and accurate documentation and interpretation of regulatory law and provide the accurate and required information to Product Development team.

Responsible to document any/all regulatory related docs (approval letters, important notices etc.)

Research and analysis of regulatory laws & rules and BI document development and keep the Business Intelligence document updated and current with all the applicable rule changes.

Responsible to work with regulators at a state, County, Department and National level to develop and maintain a knowledge-based related to all levels' regulatory requirements.

Conduct ongoing research pertinent to meet industry compliance education requirements. Regulatory laws and rules research for any new business opportunity and

perform regulatory research and analysis on any rule changes through state level website

research. Regulatory laws and rules analysis and communication with product development department for new course development and revision of regulatory courses.

Responsible for assisting and supporting renewals and reporting teams with the required information for course approvals, course renewals, compliance reporting and mandatory content updates.

Responsible for Instructor research according to industry specific requirements and execute to sign the contract between contractor (instructor) and organization.· Responsible for maintaining a good relationship with the contractors and ensure timely payments are made according to the signed contract.· Responsible for working with accounts team to ensure contractors are paid in timely manner.· Responsible for coordinating with instructors of any upcoming instructor development workshops or course schedules required by the regulators.· Responsible for ensuring instructors keep their certifications/credentials updated as required by state regulators.· Maintain a system for documenting, tracking, and managing all regulatory filings and updates.· Email coordination with internal and external customers related to any query.· Establishing good relationships with the regulators via email and phone.· Responsible for reviewing all the courses and associated paperwork that have been released from the production to make sure they meet all the regulatory requirements before being submitted to the regulator for review and approval.· Making sure new submissions and renewals are submitted timely before expiration date by communicating the info with renewals team.

Job Specification Original jobs : <https://www.mustakbil.com/jobs/job/1299846#J-18808-Ljbffr>

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