



RISK MANAGEMENT OFFICER – JOB DESCRIPTION

Salary Grade (P3)

Job Objective

Reporting to the Chief Internal Auditor, the Risk Officer provides support in the function of Risk Management by advising the Board and Management on any potential risks that may threaten the operations of the Agency. The Risk Officer will identify, assess threats and come up with preventive measures and decide how to avoid, reduce or transfer risks. He or she will be responsible for managing the risk to the Agency's employees, customers, reputation, assets and interests of stakeholders.

Overall Responsibilities

- Risk identification at the process and entity level
- Conducts regular risk assessments either through a team of risk management experts or personally on site
- Manages and prepares all documentation related to risk assessments and reviews of standard operating procedures
- Evaluate the gravity of each risk by considering its consequences
- Develop risk management controls and systems
- Design processes to eliminate or mitigate potential risks
- Create contingency plans to manage crises
- Evaluate existing policies and procedures to find weaknesses
- Delivers regular risk analysis reports to Management complete with actionable plans for avoiding or preventing potential threats at all levels
- Help implement solutions and plans
- Evaluate employees' risk awareness and train them when necessary
- Prepare a risk-management budget
- Work with the Risk champions in the various units to prepare risk registers
- Develop and maintain the Agency wide risk register

Minimum qualifications

- Full Grade 12 Certificate;
- A minimum of three (3) years work experience in a reputable organization at middle management level

- A Bachelor's degree in Finance, Risk Management, Accountancy or equivalent obtained from a recognized University and/or full accounting qualification such as CIMA, ACCA, CISA, FRM and CIA
- Risk Management Certifications a must;
- Advanced knowledge of enterprise risk management principles and practices
- Membership of a professional body is a must

Attributes

- Excellent leadership, interpersonal, organizational and conflict management skill
- Excellent Analytical and Investigative skills
- Excellent communication skills, both written and spoken
- Ability to pay strong attention to detail and organization
- Must have strong interpersonal skills to manage large teams
- Must be both a problem solver and a risk taker
- Proficient with risk management, auditing techniques, and accounting standards and principles
- Excellent IT skills and conversant with auditing information systems
- Understanding of various payment products and risk and compliance issues related to payments including fraud prevention and Anti-Money Laundering (AML)