

EMPLOYMENT OPPORTUNITY:**MANAGER, ENTERPRISE RISK MANAGEMENT AND COMPLIANCE****Job Purpose**

Under the Direction of the Chief Executive Officer, the Manager, Enterprise Risk Management and Compliance is responsible to provide leadership in establishing the Commission's Risk Management Framework; designing and implementing processes and strategies to mitigate risks inherent to critical areas of operations; developing and implementing compliance programmes to ensure adherence to applicable laws/guidelines, policies, procedures and standards.

The Manager, Enterprise Risk Management and Compliance will also provide support to internal and external stakeholders on risk management and compliance aimed at achievement of the Commission's strategic goals and objectives.

Key Areas of Responsibilities Include:

- Develops and Implements the Commission's Risk Management and Compliance Policy, Strategy and Plan;
- Undertakes the establishment of an effective enterprise-wide risk governance framework, including a Risk Register to record, rate, monitor and report strategic and operational risks;
- Provides strategic advice and guidance on risk management and guides the development and implementation of a risk-based performance management framework to achieve the ultimate mission of the Commission;
- Develops mechanisms to identify, assess and evaluate risks to enable the execution of the risk management strategy;
- Develops and implements mechanisms to support the Executive Management team to manage portfolio risks and enhance risk awareness culture;
- Identifies and detects potential threats to brand reputation, financial sustainability, operational efficiency, workforce investments and safety to fully develop a shared understanding for the Commission's risk exposure;
- Identifies and reports on risks, including compliance, to initiate corrective action and meet business and regulatory requirements;

- Periodically reviews and assesses the Risk Management Policy, Strategic and Operational Risk Registers to ensure that regulatory compliance and effective risk management are maintained;
- Ensures compliance at all times with the Commission's Procurement Plan, Contracts Management Policy, Asset Management and Disposal Policy, Information & Complaints Policy and all such other policy decisions of the Commission;
- Conducts periodic risk assessments;
- Prepares and submits timely risk analysis reports for the Chief Executive Officer and Senior management team as directed, with recommended action plans for avoidance or prevention of possible threats at all levels;
- Monitors the internal and external risk environment; identifies and highlights risk trends as well as material individual, aggregate and emerging risks that may substantially impact strategy and objectives;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively.

Minimum Requirements:

- Master's Degree in Risk Management, Management Studies, Public Administration and Business or a related discipline;
- Specialized training in Risk Management;
- Five (5) years working experience at the managerial level with at least three (3) years in a Risk Management role;
- Alternatively, Bachelor's degree in the disciplines outlined above along with seven (7) years working experience, four (4) of which should be in a Risk Management role;
- Sound technical competencies in enterprise risk management;
 - Flexibility to work outside of regular working hours to meet deadlines;
 - Positive attitude and excellent interpersonal skills.

Application Requirements:

We are inviting interested persons who meet the requirements to apply by submitting a cover letter and detailed Resume no later than **August 30, 2024** to.

The Manager - Human Resources & Industrial Relations

P.O. Box 631

Kingston 6

Or email: hr@nicjamaica.com

Please note that only shortlisted candidates will be contacted.