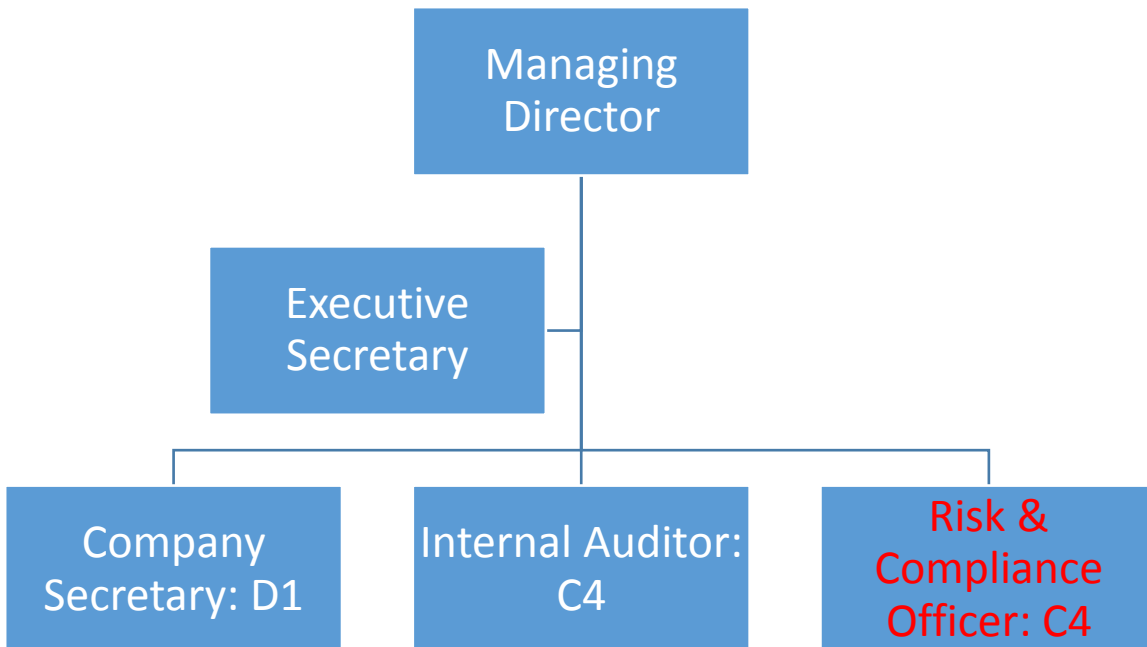




AMTA
FROM LAND TO NATION

POSITION TITLE	Risk & Compliance Officer
GRADE	C4
REPORTING TO	Managing Director
DIVISION	Corporate Services
SUBORDINATE	
DATE	

POSITION IN THE ORGANISATION



Purpose of the Position

This Position:

- To implement and maintain an organisation-wide risk management functional capacity that will enable the systematic identification and assessment of risks, development and determination of risk prevention, mitigation and response strategies as well as effective review. Monitoring and reporting of the organisations risk management activities.
- Implement and maintain an organisation-wide compliance management functional capacity that will ensure that the organisation fully complies with all its legal, policy, procedural and contractual obligations

PERFORMANCE SPECIFICATION

No.	Key Performance Area (KPA)	KEY TASKS
1.	RISK MANAGEMENT	<ol style="list-style-type: none">1.1. Assisting with the development and implementation of risk policies and strategies for the organisation.1.2. Timely and accurately identifying and assessing significant risks that can impair the operations and the achievement of the strategic objectives of the organisation by facilitating risk assessment workshops.1.3. Ensuring that effective risk treatment/ response strategies are developed for all significant risks identified, in line with the tolerance levels set by the Board.1.4. Reviewing, monitoring and reporting of risk management activities and significant risk exposures including maintaining up-to-date risk registers and ensuring that risk mitigating strategies are timely and accurately implemented.1.5. Guiding key staff on the application of and compliance to the risk management policies.1.6. Taking part in risk management meetings and attending meetings in which a risk management perspective is required.1.7. Ensuring that information on risk matters is readily available.1.8. Utilising relevant risk information to make recommendations, highlighting deficiencies, doing comparative analyses and creating awareness of the factors that reduce or contain risk.1.9. Providing training to relevant staff on risk matters.1.10. Performing any reasonable and lawful duties and responsibilities as assigned.1.11. Prepare the agenda for the Finance and Audit Committee.1.12. Meeting along with any necessary supporting information and timely distribute to the members.1.13. Taking, preparing and distributing minutes of Finance and Audit Committee meetings.1.14. Manage the liaison of Finance and Audit Committee members with the Chairperson.

2	COMPLIANCE MANAGEMENT	<p>2.1. Assisting with the development and implementation of compliance management policies and strategies for the organisation.</p> <p>2.2. Timely and comprehensively identify all the laws, regulations, policies, contracts, standards, etc. that the organisation is required to comply with.</p> <p>2.3. List all the stipulations within each of the documents listed under paragraph above and put a system in place that will ensure that the organisation complies with all these requirements.</p> <p>2.4. Through effective communication, ensure that each department knows which laws, contracts, etc. they must comply with.</p> <p>2.5. Through regular compliance checks, ensure that there is full compliance within the organisation.</p> <p>2.6. Issue regular compliance reports to the Senior Management team, the Finance and Audit Committee and the Board, as appropriate.</p> <p>2.7. Prepare the agenda for the Finance and Audit Committee meeting along with any necessary supporting information and timely distribute to the members.</p> <p>2.8. Taking, preparing and distributing minutes of all Finance and Audit Committee meetings.</p> <p>2.9. Manage the liaison of Finance and Audit Committee members with the Chairperson.</p>
3	BUSINESS CONTINUITY MANAGEMENT	<p>3.1. Coordinate the development of policies and plans for AMTA's Business Continuity Management activities;</p> <p>3.2. Conducts periodic impact analysis to determine the scope of Business Continuity activities;</p> <p>3.3. Facilitate and manage the organisation-wide business continuity management programme.</p> <p>3.4. Ensure the implementation of the business continuity management policy and plans.</p>
4	EDUCATIONAL REQUIREMENTS	<p>4.1. A 3 year bachelor degree in accounting, risk management and/or auditing or an equivalent recognition qualification, and honours degree will be an advantage.</p> <p>4.2. A minimum of five (5) years works experience in the field of risk management, auditing and/ or corporate governance.</p> <p>4.3. Certified Risk Practitioner is an added advantage</p>
5	SKILLS AND ABILITIES	<p>5.1. Proficient in Microsoft Office [Excel, Word document and PowerPoint Presentation].</p> <p>5.2. Effective communicator, responsible.</p> <p>5.3. Strong interpersonal skills and emotional intelligence, initiator and team player.</p>

6	GUIDELINES	6.1. Standards for the Professional Practice of Internal Auditing, Good Corporate Governance practices such as the King III Report on Corporate Governance, International Risk Management Standards, etc.
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SPECIFICATION FOR THE POSITION

Minimum Educational Requirements and Years of Experience:

Qualifications & Fields:

(a) (i) A 3 years Bachelor degree in accounting, risk management and/or auditing or an equivalent recognition qualification.

(ii) A minimum of five (5) years' experience in the field of risk management, auditing and/or corporate governance. Certified Risk Practitioner is an added advantage

OR

(b) (i) A BCom.Law degree.

(ii) A minimum of three (3) years' experience in the field of risk management, auditing and/or corporate governance. Certified Risk Practitioner is an added advantage

KEY PERFORMANCE AREAS

1	Risk Management
2	Compliance Management
3	Business Continuity Management

KNOWLEDGE, SKILL & ABILITIES

Knowledge

1 Financial knowledge

2 Risk assessment

Skills & Abilities

1 ***Strong written and verbal communication skills:*** The job requires the incumbent to report on his/her output to key stakeholder for decision making. The decisions to be made highly depend on the presentation of information the incumbent have to produce, hence it is pivotal that it should be clearly presented and effectively communicated to Management and, Finance and Audit Committee in order to succeed.

2 ***Logical and Analytical:*** This role requires that the risk information communicated be correctly collected, analysed and understood. To perform this, one should possess this skill hence it is vital to have it. Risk information should be reliable and relevant, hence the incumbent should have the ability to logically apply his/her mind to effectively anticipate risks. Also, he/she should possess competency of

	performing situational analysis to better understand risks and compliance requirements in order to assist relevant departments develop effective mitigating action plans.
3	Integrity: This is a universal skill every employee should have. The incumbent will be dealing with sensitive issues and therefore is required to demonstrate his/her actions in a professional manner that is embedded with honesty and truth. This skill should be fully satisfied. Risks information should be reliable and trusted hence the incumbent should perform his duties with honesty. The incumbent will be required to work with little supervision hence there is much expectation for his/her output to be produced with good faith.
4	Quality orientation: The incumbent should produce risk and compliance information as well as provide advice that is of high standard and that can make meaningful impact.
5	Persuasiveness skills: The incumbent should be able to sell their point of view relating to the risk nature to the key stakeholders for them to take effective and prompt response to risks and build controls that ensure compliance. He/she should be able to influence the organisation to cultivate a risk awareness culture through promoting of risk management benefits and opportunities.

OFFICE /FIELD WORK

40% Office and 60% Field work

DEGREE OF SUPERVISION AND WORK CLASSIFICATION

Pressure: Medium to High. Errors are immediately measureable where incorrect procedures regarding Risk and Compliance have been ignored. Decisions are mainly about managing the Risk and Compliance aspects of the organization.

Degree of supervision: The incumbent is expected to operate independently, initiating operational action steps where required and within the mandate of the organization.

Forward planning: Weekly to quarterly planning. Annual strategic planning is also required. This position is under the general direction of the Manager: Audit and could supervise a limited staff of professional, technical, and clerical employees.

Duties of this position include: developing, planning, and implementing goals, objectives, and strategic plans for the Risk & Compliance; overseeing budget preparation, presenting justification for budget requests and supplemental budget requests, and monitoring budget expenditures for operational efficiency. Also responsible for planning for existing and future matters.

