



## **JOB DESCRIPTION**

**Position** : **Manager, Risk Management & Compliance**

**Reporting to** : **Board Managing Director**

### **Overall Responsibility**

To partner with management to provide continual risk assessment and in the development comprehensive policies, procedures, compliance training, protocols, internal investigations, plans and implements risk management strategies and processes.

### **Key Tasks, Duties and Responsibilities**

- Develop the Enterprise Risk Management Policy for the Company
- Guiding integration of enterprise risk management with other organizational planning and management activities.
- Liaise with departmental heads in ensuring completion of quality departmental risk registers
- Identify training needs for risk management and oversee development of enterprise risk competence and awareness across the company
- Evaluate the adequacy of the company's internal control framework in addressing risks and accomplishing the company's goals and objectives;
- Work with Board Audit, Risk and Compliance committee in ensuring the identification and prioritization of risks and reporting of the same
- Liaise with department and division heads on the adequacy of proposed actions in management of risk areas highlighted in internal audit reports
- Monitor implementation of action plans to ensure risk mitigation efforts are proceeding as required.
- Monitor and report on compliance with regulatory requirements
- Proactively identify emerging risks and report to relevant stakeholders
- Develop risk management system and train departmental risk champions on implementation
- "Test" the effectiveness of cascading risk management approach to business decision making
- Attend Board Audit and Risk Committee meetings; and
- Any other duty assigned by Management

### **Academic Qualifications**

- Bachelor's degree in Business Administration
- MBA an added advantage

### **Professional Qualifications**

- ACII or CPA (audit), ACCA/CIRM

**Experience**

- 8 years' experience 3 of which must be in audit related functions at middle to senior level

If you meet the above requirements please send a detailed and updated CV, Copies of relevant certificates, details and contacts of three professional references to **hr@madison.co.ke**