



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**