

**Post:** Assistant Manager, Risk Management

**Reporting Relationship:** Chief of Finance

**Gross Salary:** MVR 21,805

**Employment Type:** Ordinary (first year on contract)

**RESPONSIBILITIES AND DELIVERABLES:**

1. Manage, lead, and carry out the day-to-day activities associated with coordinating, maintaining, and implementing the works of the risk management unit and the risk management process company wide.
2. Facilitate and assist in the management of risks throughout FDC.
3. Annually review and propose revisions to the Enterprise Risk Management policy and Framework Document to reflect any changes and developments in the area of risk management to make them more effective and relevant.
4. Develop, review, and update policies, standard operating procedures and processes, rules and regulations, and guidelines related to the work of the unit.
5. Facilitate and assist departments in the risk management process by providing advice, consultancy, and recommendations on risk management.
6. Review the risk assessments and treatment plans developed by respective departments and provide inputs and advice.
7. Review and seek responses to specific risks that have not been highlighted in the exercise, and review risk treatment plans and its timeline.
8. Monitor the implementation of risk treatment plans.
9. Compile and manage consolidated risk register(s) for the whole Corporation.
10. Finalize and report on ad hoc risk assessments needed for the executive management.
11. Provide quarterly reports to the Audit and Risk Committee on the risk management process and findings, including risk treatment actions taken, the status of existing risks, and new risks identified.
12. Preparing and keeping a record of the minutes of the items discussed and finalized with the Committee.
13. Conduct regular awareness and training sessions on risk management.
14. Filling and maintaining all documents related to the works of the unit.
15. Liaising with other departments in carrying out works relevant to the function.
16. Completing other necessary tasks assigned in relation to the work of the department.

## **EMPLOYEE SPECIFICATION (QUALIFICATIONS AND EXPERIENCE)**

- MQA level 7 in related field
- Minimum 3 - 5 years of work experience in risk management, or accounting and finance or any other related field.

## **SKILLS AND COMPETENCIES:**

- Commitment to self-development and expansion of knowledge
- Solid understanding of risk and control concepts. Ability to apply these concepts to evaluate the adequacy and effectiveness of business processes and controls to mitigate risk to tolerance levels defined by management.
- Well-developed technical skills in Word and Excel
- Has knowledge of best-practiced policies and procedures and business processes
- Good interpersonal skills with a proven ability to communicate effectively (both written and verbal)
- High personal integrity with strong ethics and values
- Strong analytical capability
- Capable of working independently and with minimum supervision
- Logical approach to identifying and evaluating issues and problem-solving.
- Demonstrated job commitment and personal flexibility to meet changing expectations.