



## **TERMS OF REFERENCE**

**Post:** Senior Risk Analyst

**Reporting relationship:** Head of Enterprise Risk Management

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

**Gross Salary:** MVR 16,245 – 18,000 (Salary based on experience)

### **RESPONSIBILITIES AND DELIVERABLES**

1. Carry out the day-to-day activities associated with coordinating, maintaining, and implementing the works of the risk management function and the risk management process company wide.
2. Facilitate and assist departments in the risk management process by providing advice, and recommendations on risk management. Coordinate with all functional areas to develop effective and feasible solutions for risk management.
3. Identify external and internal events that may impact the Corporation, assess implications, and recommend approaches to mitigate resulting risks.
4. Perform risk research and analysis on the Company's risk profile to identify emerging risks and develop treatment plans to respond risks.
5. Review the risk assessments and treatment plans developed by respective departments and provide inputs
6. Monitor the implementation of risk treatment plans
7. Provide support for ad hoc requests as required by executive management.
8. Assist in preparing quarterly reports to the Audit and Risk Management Committee
9. Assist in developing guidelines, templates and formats related to the work of risk management function
10. Promote cultural awareness of risk management practices within the Corporation and conduct training/awareness programs regularly.



## REQUIREMENTS

1. MQA level 7 or 8 qualification in related field with minimum 1 years' experience in relevant field.  
(OR)
2. MQA level 5 or 6 qualification in related field with minimum 5 years' experience in relevant field.

**Note:** Experience in the field of risk management, project management, auditing, finance, compliance, and quality assurance is preferred.

## SKILLS AND COMPETENCIES

- Ability to assess the internal and external environment in which the Corporation operates using different models, and identify events that may impact the organization.
- Has the capacity to perform risk research and analysis on the Company's risk profile to identify emerging risks and develop treatment plans to respond risks.
- Has the ability to work closely with different functional areas in developing treatment plans for risk management.
- Demonstrated awareness and exposure to operations, systems, processes, internal policies and procedures among companies, and industry best practice for risk management.
- Has knowledge of risk management international best practices.
- Excellent interpersonal skills and communication skills including verbal and written, with a strong emphasis on report writing and presentation capabilities.
- Analytical approach and proactive attitude to managing issues and potential risks.
- Ability to manage and prioritize multiple tasks/initiatives.