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Minet

AON | Global Network Correspondent

# Excellent Career Opportunity



## Job Title: Risk & Compliance Officer

**Department** : Legal & Compliance Department

**Position Reports to** : Head of Legal & Compliance

### KEY RESPONSIBILITIES

The Risk and Compliance Officer will assist in developing the existing Risk & Compliance function at the business, making improvements to the culture of risk and compliance management throughout the organization.

#### RISK

- ✓ Ensuring the developed Enterprise Risk Management Policy remains relevant to the Company's needs.
- ✓ Designing and implementing an overall risk management process for the organisation, which includes an analysis of the financial impact on the company when risks occur
- ✓ Performing a risk assessment: Analysing current risks and identifying potential risks that are affecting the company
- ✓ Performing a risk evaluation: Evaluating the company's previous handling of risks, and comparing potential risks with criteria set out by the company such as costs and legal requirements
- ✓ 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.
- ✓ Liaising with the Head of Department to identify training needs for risk management and oversee development of enterprise risk competence and awareness across the company.
- ✓ Promoting a risk-aware culture, in line with the board's risk appetite.
- ✓ Evaluate the adequacy of the company's internal control framework in addressing risks and accomplishing the company's goals and objectives;
- ✓ Monitor implementation of action plans to ensure risk mitigation efforts are proceeding as required.
- ✓ Proactively identify emerging risks and report to relevant stakeholders.

#### COMPLIANCE

- ✓ Support the Head of Department to implement and manage an effective legal compliance program.
- ✓ Support the Head of Department with compliance advice to the business units on regulatory and compliance matters through detailed reports.
- ✓ Development and Continuous review of policies/ procedures to confirm whether it complies with laws and regulations, and give recommendations.
- ✓ Monitor all relevant business areas to ensure compliance with current regulatory requirements in accordance with the Compliance Monitoring Plan.
- ✓ Create and manage effective action plans in response to audit discoveries and compliance violations.
- ✓ Regularly audit company procedures, practices, and documents to identify possible weaknesses or risks.
- ✓ Assess company operations to determine compliance risk.
- ✓ Regulatory Change Management: Post domestication review of new/changes to regulatory framework to confirm ongoing compliance.
- ✓ Ensure all employees are educated on the latest regulations and processes.

### KEY JOB REQUIREMENTS:

#### Essential

- ✓ Degree in Law from a recognised University and Admission as an Advocate.
- ✓ 1-3 years' proven experience in a Legal/ Risk/ Compliance Role.
- ✓ In depth knowledge and experience of the practical application of risk systems and methodologies, including experience of risk and control assessment and risk reporting.

#### Desirable

- ✓ Professional Qualifications will be an added advantage.

### KEY SKILLS:

- ✓ Sets goals and strives to achieve them with enthusiasm and determination.
- ✓ Looks at different ways to solve problems and address difficulties.
- ✓ Good knowledge of legal requirements and procedures.
- ✓ Brilliant oral and written communication skills.
- ✓ Highly-analytical with strong attention to detail.

If you meet the above requirements, please email your application and resume to [recruitmentkenya@minet.co.ke](mailto:recruitmentkenya@minet.co.ke) on or before close of business **11th February 2022**, quoting the job title as the subject. Only shortlisted candidates will be contacted.