



## DETAILED JOB DESCRIPTION

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### 1. QMS & RISK CO-ORDINATION MANAGER - KRBR161

**Reporting to:** General Manager - Planning, Research & Risk

**Employment Type:** Five (5) Year renewable Contract Subject to retirement age and performance

**Work Station:** Nairobi

#### **Duties and Responsibilities**

- i) Coordinating cross-functional efforts within the Corporation to improve on proactive risk management and continuity of operations.
- ii) Supporting and empowering Business Unit management in effectively carrying out their respective risk activities.
- iii) Updating the Operational Risk Management Policy and Framework and related sub-policies to ensure that they reflect best practice.
- iv) Monitoring the maintenance/update of the strategic risk register.
- v) Monitoring the implementation of action plans.
- vi) Coordinating the development, implementation and maintenance of a Compliance Framework on external and internal obligations.
- vii) Assisting Line Managers in identifying and analyzing inherent risks.
- viii) Rating and ranking the current and anticipated critical and high Compliance Risks and mitigation activities for inclusion in the assessments.
- ix) Planning and coordinating detailed risk assessments.
- x) Managing and following up on open issues and work with management to ensure closure of action plans.
- xi) Advising project teams to ensure new initiatives, solutions and programmes have in-built continuity at design stage.
- xii) Managing third parties engaged in support of BCMS.
- xiii) Coordinating post-incident post-mortem.
- xiv) Monitoring the Risk and Control Self Assessments.

- xv) Formulating cost effective strategies for increased Corporation's business processes.
- xvi) Formulating relevant policies, procedure and Organization Structure for improved efficiency in the Corporation.
- xvii) Coordinating the budget process for implementation of the Corporation's business processes.
- xviii) Designing programmes and procedures for the implementation of business processes.

### **Requirements for the job**

- i) Master's Degree in any of the following fields: - Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or other relevant and equivalent qualifications from a recognized institution
- ii) Bachelor's Degree in any of the following fields: - Commerce, Economics, Statistics, Applied Mathematics, Civil Engineering, Business Administration, Risk Management, Finance or other relevant and equivalent qualifications from a recognized institution
- iii) Any of the following: CPA (K), ACCA, CRA CMA CIA, CRMA or CFE or (certified in Risk Information and control CRISC) or other relevant and equivalent qualifications from a recognized institution.
- iv) Membership to the relevant professional body and in good standing
- v) A Minimum of ten (10) year's relevant work experience, at least five (5) Years' experience in Senior Management position.
- vi) Undertaken a management course lasting not less than four (4) weeks from a recognized institution.
- vii) Proficiency in computer applications.
- viii) Meets the requirements of Chapter Six of the Constitution of Kenya 2010.

### **Skills and Competences**

- i) Research skills
- ii) problem-solving skills
- iii) Leadership, planning and Supervisory skills
- iv) Strong written and oral communication skills
- v) Report writing skills
- vi) Research paper writing and presentation skills
- vii) Excellent analytical and interpersonal skills

- viii) Negotiation and counseling skills
- ix) Demonstrated merit and ability as reflected in work performance and results.