

INTEGRITY COMMISSION

CAREER OPPORTUNITY

Chief Risk and Compliance Officer

Job Summary

The incumbent, under the general supervision of the Executive Director, is responsible for developing and implementing an Enterprise Risk Management Programme for the Commission; and establishing and identifying areas of risk and potential risks in the operational activities of the Commission, whilst advising of allowable tolerance levels and areas for improvement. The incumbent is also responsible for developing and implementing a Compliance Programme for the Commission; ensuring efficiency and uniformity of performance across the organisation, and monitoring and aligning the Commission's activities in keeping with the internal practices, policies and procedures as stipulated in the Standard Operating Procedures (SOPs).

Major Responsibilities

1. Spearheads and ensures that the Commission is conducting its operations in full compliance with all laws and regulations that pertain to its mandate, as well as applicable professional standards, accepted business practices, and internal policies and standards.
2. Reviews and assesses existing Standard Operating Procedures (SOPs), and make recommendations for improvement.
3. Ensures reviews are conducted accordingly, aligning the business requirements and ensuring that the Standard Operating Processes (SOPs) of the Commission operates in keeping with the internal practices, policies and procedures as stipulated in the Standard Operating Procedures (SOPs).
4. Identifies gaps, weaknesses, challenges and recommend legitimate solutions to simplify the processes, policies and procedures and make other recommendations where necessary.
5. Ensures that there is clear understanding of professional standards, accepted business practices, and internal policies and standards.
6. Develops, operationalizes and maintains an Enterprise Risk Management Framework for the Commission, including the formulation of a Risk Management Policy and a Risk Register.
7. Carries out periodic risk assessment and test whether the controls in place adequately address the identified risks.
8. Conducts regular meetings with the respective Divisions or Divisional Head to ensure standardization and coherence in the day-to-day functions.

9. Implements incident monitoring processes to ensure improvement of controls around identified and reported risk events.
10. Establishes target dates for addressing identified risks and allocates responsibility to a named individual.
11. Ensures compliance at all times with the Commission's Procurement Plan, Contracts Management Policy, Asset Management and Disposal Policy, Information & Complaints Policy and all such other policy decisions of the Commission.
12. Receives and discusses Compliance Reports with other similar functionaries within the Commission.
13. Conducts routine sensitization training in Risk Management and Risk Management practices.
14. Keeps current and abreast with new approaches, methodologies and technology in the Risk Management and Compliance fields.
15. Discharges any such duties that may be assigned.

Minimum Required Qualifications and Experience

- First Degree in Enterprise Risk Management or Actuarial Science. Specialized Training in Risk Management and Compliance in the Public Sector or Private Sector.
- Training in Research Methodology.
- At least four (4) years' experience in conducting Corporate Risk Assessment, Public or Private Sector Procedural Audit or Investigation.
- Experience in ISO Implementation, Documentation and Auditing, or working in an ISO environment.

Other Desirable Qualifications & Experience that would be an asset

- Graduate Degree in Enterprise Risk Management or Business Administration.
- Training or practical experience in Project Management.
- Six (6) years' experience in Risk Assessment, Public or Private Sector Procedural Audit or similar field.
- Certificate in Risk and Compliance.

- Certification in ISO Implementation, Documentation and Auditing.

Desired Skills & Competencies

- Shares the Commission's values, mission and vision.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Excellent analytical and problem-solving skills.
- Anticipates and solves problems and takes advantage of opportunities.
- Proficiency in the use of Microsoft Office Suite.
- Ability to communicate effectively in both written and oral formats and to deal effectively with people at all levels.
- High level of confidentiality, honesty and integrity.
- Works on own initiative, trustworthy and result oriented.
- Effectively plan and manage time.
- Excellent research and report writing skills.
- High level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Demonstrates critical competencies in commitment to results and leading change.
- Competent in the development of monitoring and evaluation frameworks.

Specific Knowledge

- Knowledge of the Integrity Commission Act and all other applicable laws, regulations and policies that are associated with the discharge of the Commission's mandate.
- Knowledge of Risk Management and Compliance Standards.

Working Conditions

- Typical office environment, with Travel required.
- Willingness to work beyond normal working hours as the situation may demand.
- Occasional exposure to hostile environment

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Basic Salary: \$2,572,931.00 - \$3,004,916.00 per annum
Travel Allowance \$894,924.00 per annum

GENERAL

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

STATUTORY DECLARATION OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than:

Friday, September 17, 2021 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:

The Human Resource Manager
Integrity Commission
PIOJ Building, 1st Floor
16 Oxford Road
Kingston 5

Or email: vacantpositions@integrity.gov.jm

All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.

Please be advised that the successful candidate will be subjected to background checks.