

ROLE PROFILE

Position Title: Analyst ERM	Reporting to: Director Enterprise Risk Management
Business Unit: CEO	
Division: Enterprise Risk Management	Department:

A. ROLE AND CONTEXT

<p>Purpose: This role is responsible for supporting all Enterprise Risk Management activities across the organization, by supporting the development and implementation of an effective & robust enterprise risk plan that maps business risks (including 3rd party and fraud risks) at an internal & external level</p>	<p>Functional Context: CEO's office works closely with Board of Directors, executive committee and audit committee members to facilitate & coordinate all of CEO's activities & functions. Job holder will be working closely with Board of Directors, executive committee and audit committee members to facilitate & coordinate all CEO's Office activities & functions. The Enterprise Risk Management is responsible for identifying risks faced by the company (current & future), prioritizing them depending on its material impact and working with management & business leaders to mitigate risks in the diverse and complicated frameworks across legal, regulatory, technological, governmental, etc. Also developing and introducing ERM strategic models across the business, helping Business Units to identify internal and external risks, developing possible mitigations and coordinating & monitoring the implementation. It supports the department thorough design, develop and implementing systems to continually strengthen and improve the ERM program and methodology in accordance with industry standards.</p>
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B. ROLE ACCOUNTABILITIES

- Gathers data and reports in order to assist in prioritising actions and implementation of ERM strategies and initiatives.
- Supports the Senior Manager ERM to introduce risk model in all areas of the business and assists the businesses to develop and utilise risk registers.
- Assists in the development of business process models to assist in risk management decision-making based upon identified key risks.
- Implements processes to identify risk patterns which may lead to disruption of business activity.
- Helps identify appropriate risk mitigation strategies, prioritising actions and implementation. .
- Assists in the implementation of an incident log reporting systems.
- Conducts reports and investigations of occurrences and adverse events which might result in business interruption.
- Utilises business process models to assist in risk management decision making based upon identified key risks, both specific and general, which exist in this organisation...
- Supports the implementation of 3rd party and Fraud risk assessments

C. SCOPE AND INTERACTIONS

Direct Revenue Responsibility: No Direct Budget Responsibility: No Direct People Management Responsibility: No	Primary Interactions (Internal/External)	
	Internal Relationships: Cross Functional	External Relationships: Vendors Business Partners

D. KEY PERFORMANCE INDICATORS (KPI)

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- Audit Reports identified
- Timely and accurately Risk Reporting

E. EXPERIENCE, QUALIFICATIONS AND SKILLS

Minimum Experience, Essential Knowledge & Skills 5 years' experience in a similar role. Experience in designing risk frameworks is a must. Exposure to key risk scenarios and advanced measurement exposures is highly desirable.	Minimum Entry Qualifications Preferred Certifications / Other Qualifications Any relevant certifications
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<u>Technical Competencies</u>	<u>Required Level</u>	<u>Behavioural Competencies</u>	<u>Required Level</u>
RISK MANAGEMENT	Advanced	Customer Focus	Intermediate
GOVERNANCE, RISK AND COMPLIANCE	Intermediate	Creative Thinking	Intermediate
PLANNING + (P&L FIT)	Basic	Quality and Continuous Improvement	Intermediate
POLICY MANAGEMENT	Intermediate	Promoting Teamwork	Intermediate

Competency Level (Reference Range)	Basic	Intermediate	Advanced	Expert
	Low	>----->	>----->	>----->High