



We invite all suitably qualified candidates to apply for the post of **Manager, Risk Management (GMG/SEG 3)**

**Salary Range: \$5,198,035 - \$6,990,779 per annum.**

***Job Purpose***

The incumbent ensures that a sound and effective Enterprise Risk Management System is in place, communicated and updated to adjust to potential positive and negative risks which may arise.

***Strategic Focus***

- To develop, implement and maintain an Enterprise Risk Management Framework supported by the development and institutionalization of relevant best practice policy, guidelines and plans,
- To identify risks and opportunities associated with the Quality Management System of the Authority,

***Qualifications & Experience***

- Undergraduate Degree in Accounting, Business Administration, or related field
- At least five (5) years of progressive work experience in risk management or a related field, and/or training in Risk Management, Internal Audit, Quality Management
- Solid knowledge of leading risk management standards and frameworks e.g. COSO ERM Integrated Framework and ISO 31000
- Experience of managing people, resources, and activities to deliver strong outcomes.
- Broad understanding of sectoral issues and programmes
- Working knowledge of project management standards and practices
- Basic knowledge of audit and accounting standards and practices.

***Specific Knowledge & Skills***

- Expert knowledge of practices and processes relating to risk management guidelines, standards and frameworks, internal controls, and process improvement,
- Sound knowledge of industry risk and compliance standards, audit techniques, and statutory regulations governing the operations,
- Knowledge of risk assessment and control,
- Strong emotional intelligence with ability to maintain necessary confidentiality and communicate at all levels,
- Strong data management skills with proficiency in MS Office,
- Detail-oriented with robust organizational and planning skills,
- Excellent problem-solving skills,

- Self-starter and strategic thinker with the ability to multitask, work independently while continuing to act as a member of a team,
- Sound analytical, report writing and presentation skills,
- Strong time management skills,
- Excellent communication and presentation skills,
- Professionalism and integrity and demonstrated in the execution of duties,
- Strong facilitation and training skills,
- Strong leadership and team management skills.

### ***Job duties and Responsibilities***

#### ***To develop, implement and maintain an Enterprise Risk Management Framework supported by the development and institutionalization of relevant best practice policy, guidelines, and plans***

- Provides hands-on development support of risk management policy, plans, procedures and guidelines to assure controls are operating effectively,
- Collaborates with the executive management team to ensure that risks are identified and considered in the development of strategic objectives for proactive management, balancing both the risk and rewards,
- Assists with designing and implementing enterprise risk management process for the Authority,
- Performs risk assessment and reporting utilizing the application of qualitative and quantitative methods,
- Assists with providing enterprise risk management information and enterprise risk analysis reports,
- Provide in depth risk documentation inclusive of proper and effective risk response strategies,
- Verify the implementation of risk response strategies as well as determines whether the response strategies implemented are effective,
- Provides research and analytical support to review the external and internal environments,
  - Investigates root causes of operational risks and provide support to mitigate risk,
- Assists in identifying and evaluating risk areas across the operational activities,
- Tracks and monitors operating risk issues, exposures, risk appetite and risk tolerance for the Units, provides recommendations for mitigation, and reports on effects on the Strategic and Operational Plans of the Authority,
- Keeps up to date of trends, best practices, standards and changes in risk planning and management, and provides suggestions for their adoption where necessary to enhance the Authority's risk management capabilities,
- Communicate risk policies and processes based on potential threats and/or opportunities,
- Builds risk awareness amongst staff by providing support and sensitization training within the company,
- Develops business processes and standard operating procedures related to the Enterprise Risk Management Framework,
- Builds and maintains working relationships with internal stakeholders and clients,
- Conducts routine compliance audits as well as participates in internal and external audits, as required,
- Review business contracts, terms, and scope to identify any risks,
- Works with respective project management team(s) to identify project risks and issues,
- Assists in the development and updating, as necessary, a Crisis Management Plan,
- Collates across Units and supports the development a robust and agile Business Continuity Plan for the Authority,
- Provides support to the Authority's policy, strategic planning, reporting and development processes as well as business agility,
- Ensures that the tools, templates, or their equivalent are streamlined to support the Enterprise Risk Management process,
- Recommends appropriate systems or software to support the Enterprise Risk Management System,
- Other duties as may be assigned at intervals.

#### ***The development of Risk/Opportunity Profile for the Quality Management System of the Authority***

- Identify risks from the Quality Management processes to align with the Risk Register,
- Integrate risk-based thinking in the implementation of action plans related to the Quality Management System,
- Ensure risks are easily identified in all documentation related to Quality Management System,
- Improve desirable effects and assess the effectiveness of actions taken,
- Evaluate and ensure proper internal audits are conducted.

***Demonstrate Leadership and Commitment to the Quality Management Systems Policy***

- Enhance continual improvement and updating of the Quality Management Systems Policy,
- Communicates the Quality Management Systems Policy and ensuring it is maintained as documented information, understood and applied within the Authority, whilst enabling its availability to relevant interested parties, as deemed appropriate.
- Ensuring the promotion of customer focus throughout the organization aligned with the Authority's Quality Management Systems Policy.

***To development of a strong and capable team***

- Agrees on tasks and targets for Direct reports
- Manages performance of team members on an on-going basis
- Ensures that the Activities and Initiatives of the unit are adequately resourced

Applications accompanied by résumés should be submitted **no later than Thursday, 13 February 2025 to:**

**Director, Human Resource Management & Development  
Special Economic Zone Authority  
13 Waterloo Road  
Kingston 10**

Email: [hrunit@jseza.com](mailto:hrunit@jseza.com)

**Please note that only shortlisted applicants will be contacted.**