



Ministry of National Security

VACANCY NOTICE

Applications are invited from suitably qualified candidates to fill the post of:

**ENTERPRISE RISK MANAGEMENT ANALYST (GMG/SEG 3)
SECURITY RISK REFORM & TRANSFORMATION DIVISION**

SALARY SCALE: \$2,336,309.00 – \$2,777,138.00

**TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:**

JOB PURPOSE:

To support the Chief Technical Director, Security Risk Reform & Transformation Policy in providing professional risk management advice and capability to the Ministry of National Security and its Departments and Agencies risk-based decision making and operational compliance with applicable regulatory standards. To assist in identifying, assessing, prioritizing, report on and communicate enterprise and sector risks. This includes advising on and tracking risk mitigation and management activities, in accordance with the MNS's Enterprise Risk Management (ERM) objectives, policies and framework.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Develops and implements the Ministry's Sector and ERM Framework, risk assessment tools, registers, processes, methodologies and training (including building the knowledge base in the Ministry regarding tail risk, black swans and related risk management thinking and practices);
- Standardises and improves processes across the MNS relating to risk identification, risk analysis, risk evaluation, risk treatment, risk monitoring and review and risk communication across all divisions Branches and Units;
- Provides support to the Senior Management Team (SMT) and/or Permanent Secretary Executive portfolio management office and oversees all Directorates - for risk reporting, risk register maintenance/integration, advice, policy and strategy development, priority setting and risk escalation;
- Presents information on the sector and enterprise risk exposure and profile, periodically throughout the year;
- Aggregates and reviews all MNS Divisional/Branch risk reporting including reporting to SMT on themes and escalation requirements
- Provides scrutiny of compliance with risk management and mitigation framework, policy and processes – including regular review of and support to Divisions and Branch risk reporting;
- Provides Risk Management advice/support to key strategic projects/ programmes;
- Monitors risk exposure against risk appetites and limits;
- Ensures that risk processes and policies are being adhered to and that risks are appropriately controlled and mitigated or accepted;
- Consults with the Committee with responsibility for ERM on issues raised by the risk assessment process and makes recommendations on these and other risk matters to the Chief Technical Director, Security Risk Reform & Transformation Policy;
- Interacts and consults with the Internal Auditor to ensure effective alignment between the ERM process and internal audit;
- Leads the planning and preparation of the Annual Risk Strategy;
- Coordinates the assignment of risks with the respective risk owners and risk champions and follow-up on consultation with the Division Head;
- Co-ordinates risk responses for the significant strategic and other risks, and ensures that they are updated by the respective responsible stakeholder to an acceptable level as determined by the MNS ERM framework;
- Follow-ups on recommendations made, where corrective action has not been taken or is considered inadequate, until matters are satisfactorily resolved;
- Reports significant risk exposures and control issues, including fraud risks, governance issues, and other matters as needed or requested by the CTD, Security Risk Reform & Transformation Policy as appropriate;

MINIMUM QUALIFICATION AND EXPERIENCE:

- Bachelor's Degree in Risk Management or related discipline;
- Certified Financial Risk Manager (FRM) or Professional Risk Manager (PRM);
- At least Five (5) years of related finance/risk management experience and/or Internal Audit experience at a senior management level in a large private sector company or public sector body;
- Operating knowledge of systems and processes required to identify, assess and manage risks.
- Working knowledge of relational databases would be an asset.

SPECIFIC KNOWLEDGE & SKILLS:

- Mastery of ERM techniques and frameworks – COSO, ISO 31000;
- Sound knowledge of risk management concepts and practices, including risk identification, assessment, mitigation/control activities, monitoring and reporting;
- Critical thinking and problem solving skills
- Analysis and interpretation of financial and operating systems and statements
- Analysis and interpretation of performance data across departments
- Risk analysis and development of mitigation recommendations
- Guided by professional practice for risk management and for evaluating the effectiveness of the risk management activity's performance
- Detailed knowledge of the MNS's Strategic Plans, operating functions and policies and procedures (or able to read these and quickly apply risk management thinking to them)
- Ability to use appropriate information technologies and tools for effective job performance and results
- Understanding of the workings of the Public Sector
- Knowledge of Government of Jamaica financial administration rules
- Sound knowledge of electronic risk analysis techniques

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Normal working environment
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Willingness to travel locally and internationally;

Interested persons should forward their applications and résumés **NO LATER THAN Friday, May 17, 2019**, to the:-

Director, Human Resource Management & Administration
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

Subject: Enterprise Risk Management Analyst (GMG/SEG 3)

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted