

CEAC Outsourcing Company Limited is currently seeking a qualified and experienced candidate to fill the position **Risk Officer** for our client, **The Students' Loan Bureau**.

QUALIFICATIONS

- Master's Degree in risk management, actuarial sciences, or equivalent, with professional certification in Risk Management.
- Five (5) years' experience in Risk Management.

SPECIFIC KNOWLEDGE

- Understanding and working knowledge of general and financial management principles.
- Understanding and working knowledge of GOJ's accounting principles, practices, procedures and techniques.
- Understanding and working knowledge of local financial and economic environment.
- Understanding and working knowledge of legal and regulatory framework of the SLB.
- Understanding of enterprise risk management principles and techniques.
- Proficiency in the use of software including Microsoft Word, Excel and PowerPoint.

RESPONSIBILITIES

Planning

- Contribute to the development of the Bureau's annual strategic planning process, resulting in the strategic plan and balanced scorecard.
- Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and balanced scorecard.
- Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

Execution

- Develop and review risk management policies and practices, ensuring effective organization-wide approach to identifying, classifying, assessing, reporting, mitigating and managing risk.
- Analyse financial data and statistical trends and develop visual models to represent possible outcomes.
- Conduct risk assessments across all departments to identify potential risks involved and controls necessary for the Bureau's processes, ensuring effective risk mitigation, monitoring and management.

- Collaborate with the project management team in order to identify, assess and develop mitigating strategies for project risks during the project life cycle.
- Evaluate the Bureau's areas of risk (internal and external), comparing estimated risks with established criteria such as costs, legal requirements, and environmental factors, ensuring risk management decisions are well-informed.
- Establish and quantify the Bureau's 'risk appetite', i.e. the level of risk that is acceptable, ensuring that risk-taking is within acceptable limits.
- Thoroughly test the Bureau's portfolio risk quantification processes, ensuring that risk is managed effectively.
- Produce appropriate reports on a daily, weekly, monthly basis to different stakeholders such as the board of directors, heads of department, and individuals, ensuring that stakeholders understand the most significant risks and their accountability for individual risks.
- Devise reports and reporting mechanisms for providing senior management with an ongoing update regarding any changes in risk profile, ensuring that senior management is informed of changes in the risk environment.
- Provide appropriate risk control and risk financing methods and risk management tools to treat identifiable risks, ensuring effective risk management.
- Provide advice and guidance to all staff in identifying and monitoring key risks, ensuring that risks are identified and managed appropriately.
- Provide support, education, and training to staff to build risk awareness within the Bureau, ensuring that staff are equipped to manage risks effectively.

Monitoring and Reporting

- Contribute to the preparation of the SLB monthly performance report using the agreed reporting tool and format, then attend and contribute to the monthly management meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.
- Attend Board and Board Committee Meeting to update on key Strategic Initiatives, performance targets and other key matters relating to Marketing and Business Development.

SALARY RANGE: \$7,716,512 - \$10,377,851

Apply: recruitment@slbj.a.com