

JOB DESCRIPTION

Job Title:	Risk & Compliance Officer	Department:	Operations
Employee Name:		Division:	Legal, Risk & Compliance
Job Category:	Specialised	Job Grade:	
Travel Required:		Position Type:	Permanent
Location:	Windhoek	Subordinates:	None
Immediate Supervisor	Manager: Legal, Risk & Compliance		
Job Purpose:			
<p>To implement and maintain the NIPDB's enterprise wide risk management and compliance functional capacity that will enable the systematic identification of risks, development and determination of risk prevention, mitigation and response strategies as well as effective review, monitoring and reporting of the risk management activities. Furthermore, to ensure that the organisation fully complies with all its legal, policy, procedural and contractual obligations. Recommend changes required by business to remain compliant with the developments in the industry and all other relevant developments in the field of work.</p>			
Role and Responsibilities:			
<p>Risk Management</p> <ul style="list-style-type: none"> ● Assist Management in risk identification, risk assessments, monitoring, and reporting of risk management activities in line with applicable international and good governance standards. ● Assist management to develop departmental / business unit risk registers and capture the risks, the results of inherent and residual risk assessments, risk responses, implementation dates and responsible persons. ● Monitor the NIPDB's responses to risks between Committee meetings. ● Report on risks to the Line Manager who will report to the Audit and Operations Committee. ● Create an awareness of risk through ongoing communication and training on the risk management framework, the risk management charter, threats to the business and internal controls. ● Advise management and the rest of the staff members on risk related issues (but he/she cannot be the decision maker or implementer of his/her advice, this is in order to avoid conflict of interest). ● Develop and implement the Whistleblowing Policy and create awareness on the policy to ensure adherence to the requirements of the Whistleblowing policy and procedures. ● Assist in maintaining a record of all whistleblowing allegations. <p>Compliance</p> <ul style="list-style-type: none"> ● Develop, implement and monitor a compliance universe to ensure that the NIPDB operates within acceptable standards and the relevant laws and regulations. ● Ensure that the policy holders review policies and procedures and these comply with laws, regulations and standards. ● Evaluate new laws and regulations affecting and/or impacting the NIPDB and stay abreast of all legislative and regulatory developments both locally and globally. ● Assist management in developing Compliance Risk Management Plans (CRMP's) for each regulatory requirement in the compliance universe, using a risk based approach (i.e. starting 			

with regulatory requirements that have been rated as high risks in terms of likelihood of non-compliance and impact should non-compliance occur, moving down to those rated as medium and low risk).

- Draft compliance reports on findings to the Line Manager.

Business Continuity Management (BCM) process

- Develop and implement the Business Continuity Management (BCM) policies, plans and procedures in line with international best practice.
- Ensure that all NIPDB employees comply with BCM plans, policies and procedures and review the policy every three years.
- Conduct periodic impact analysis to determine the scope of business continuity activities.
- Prepare reports of the outcome on a quarterly basis to be presented to the Audit & Operations Committee.
- Conduct risk, compliance and ethics awareness training/workshops.

Perform all other duties and responsibilities to give effect to the role and responsibilities of the Risk & Compliance Officer and undertake such other duties as may be reasonably required from time to time.

Qualifications and Experience Requirements

- A degree in Risk Management and/or Compliance; LLB; B Comm and/or a degree in accounting or auditing and/or relevant degree specialising in risk management and/or compliance.
- 4 years experience in a risk management and compliance environment and/or corporate governance.
- Membership with and accreditation by the Risk Management Institute of South Africa (IRMSA) and the Compliance Institute of Southern Africa (CISA).

Preferred Skills

- Results driven and an ability to deliver results and meet expectations.
- Effectively communicate, verbally and in writing and to clearly express logically reasoned ideas.
- Highly organised with a strong emphasis on planning and time management.
- Attention to detail and accuracy.
- Problem solving skills and the ability to think strategically and assess matters quickly.
- A good understanding of data privacy and confidentiality standards
- Ability to work independently and perform well under pressure.
- Ethical conduct and high integrity.
- Should be diplomatic, tactful while assertive.

Reviewed By (HR):		Date/Signature :	
Approved By (Line Manager):		Date/Signature :	
Incumbent Signature:		Date/Signature :	