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| Job title | Investment Risk Officer |
| Grade | 3A |
| Reports to | Manager Investment Risk & Administration |
| Business Unit | Investment |
| Location | Head Quarters |

Job purpose

To ensure investment risks are identified and work with various stakeholders to ensure risks mitigations plans are put in place. Essentially work as the Risk Champion of the Department.

Duties and responsibilities

- Document, and ensure communication of, key risks.
 - A. Maintain an Investments Risk Register for assigned projects, 100% Subsidiaries & Investment operations and Properties
 - B. Prepare financial documents, reports, or budgets.
 - C. Preparation of reports for RBF
- Produce reports or presentations that outline findings, explain risk positions, or recommend changes.
 - A. Present business-related information to audiences.
 - B. Prepare update & information papers relating to Investment risks
- Undertake Stress Testing for the different Investment Asset classes.
 - A. Produce Stress Test reports as per Treasury Policy.
 - B. Discuss and present the report to various audiences.
 - C. Devise scenario analyses reflecting possible severe market events.
 - D. Assess risks to business operations.
- Ensure that the risks are managed based on established standards and practices.
 - A. Plan, and contribute to development of, risk management systems.
- Risk management within the Fund's Enterprise Wide Risk Management framework.
- Work with the relevant business Units and stakeholders to find out risks/potential risks and evaluate possible ways to mitigate these exposures.
- Assist in organizing Peer reviews of Investment projects/files and effectively communicate findings of the review.
- Perform any other duties as assigned by the Manager.

Qualifications

Education & Experience:

- Bachelors' degree in Business / Commerce / Finance / Risk Management or related discipline.
- Membership of a Professional Society of Finance or Investment
- At least 3 year experience in similar role.
- A valid group 2 driver's license would be an added advantage.

Key Competencies

- Skilled communicator with the ability to influence & motivate others and have the capability to quickly synthesize large amounts of information.
- Demonstrates integrity by modelling the Funds vision, values and ethical standards
- Problem-solving and decision-making skills, with the ability to analyse complex information to identify the key issue/action and drive resolution
- Knowledge and understanding of risk control arrangements
- Ability to work under pressure with high standard
- Innovative to add value and contribute to process improvement and possess sound knowledge of the Funds processes, systems, policies and procedures

Reporting Structure

Direct Reports: None

Indirect Reports: None

Authority Levels

Financial: None

Staff: None

Contractual: None

Internal & External Contacts

Internal Contact

- Corporate Governance & Risk Department
- Internal Audit
- Finance
- 100% subsidiaries companies
- Investment , Property and Projects

External Contact

- Contractors and Service Providers
- Consultants

Working conditions

The incumbent will be required to take on-site visits and put in time to complete any urgent work.