



**CIVIL SERVICE OF JAMAICA  
MINISTRY OF SCIENCE, ENERGY AND TECHNOLOGY  
Job Description and Specification**

<b>PROPOSED JOB TITLE:</b>	Enterprise Risk Management Analyst
<b>PROPOSED JOB GRADE:</b>	GMG/SEG 3
<b>POST #:</b>	
<b>PROPOSED DIVISION:</b>	Executive Office
<b>REPORTS TO:</b>	Director, Enterprise Risk Management (proposed)
<b>MANAGES:</b>	N/A

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE DESCRIPTION  
OF THE JOB AS SIGNIFIED BELOW:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manager/Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head of Division

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date received in Human Resource Division

## **JOB PURPOSE**

Reporting directly to the Director, Enterprise Risk Management, the Risk Management Analyst is responsible for enabling the identification, evaluation and analysis of risks inherent to the operations of the Ministry and formulating, implementing and evaluating risk management strategies to efficiently and cost effectively manage these risks. The Incumbent assists the Director in providing support to the team in ensuring the Ministry is compliant with regulations, legislature, policies, procedures and standards. The incumbent also participates in educating and advising management and staff on risk management objectives.

## **KEY OUTPUTS**

- Risk scenarios information/documentation, collected, and reviewed
- Potential risks/threats and vulnerabilities identified
- Strategic and Operational Risk Register updated and maintained
- Risk scenarios assembled and analysed
- Key Risk Indicators (KRIs) collected, validated and monitored
- Risk Reported
- Annual/Quarterly/Monthly/Periodic Reports prepared
- Technical advice provided
- Individual Work Plan developed

## **KEY RESPONSIBILITY AREAS**

### **Technical/Professional Responsibilities**

- Collects information and reviews documentation to ensure that risk scenarios are identified and evaluated;
- Identifies, with the respective directors legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Identifies, with senior management potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk;
- Implements the ERM framework and ongoing ERM practices suitable for the requirements of the Ministry;
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted and recorded;
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Facilitates the establishment of risk tolerance with senior leadership and key stakeholders to ensure alignment;

- Assists in the development of a risk awareness programme and conduct training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture;
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions;
- Participates in the review of risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;
- Applies risk criteria to assist in the development of the risk profile for Executive Management approval;
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitor and communicate Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Influences and where necessary, challenges decisions that give rise to material risks;
- Builds awareness of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and disaster recovery management plans.
- Develops Individual Work Plans based on alignment to the overall plan for the unit;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

### **Other Responsibilities**

- Performs all other duties and functions as may be required from time to time.

### **PERFORMANCE STANDARDS**

- Information/documentation on risk scenarios collected and reviewed in accordance with established procedures agreed timeframes;
- Potential threats and vulnerabilities assessed in keeping with risk management principles and practices;
- Strategic and Operational Risk Register updated and maintained in accordance recognized risk management principles and timeframes;
- Risk scenarios assembled and analyzed in keeping with agreed standards and timeframes;
- Key Risk Indicators (KRIs) collected, validated and monitored in accordance with agreed standards and timeframes;
- Risk report prepared and provided within allotted timeframes;
- Annual/Quarterly/Monthly/Periodic Reports prepared;
- Technical advice and recommendations provided are sound and supported by qualitative/quantitative data;

- Individual work plans conform to established procedures and implemented according to established rules;
- Reports are evidence-based and submitted in a timely manner;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interaction with staff.

## **INTERNAL AND EXTERNAL CONTACTS**

<b>Internal</b>	
<b>Contact</b>	<b>Purpose of Communication</b>
Director, Enterprise Risk Management	<ul style="list-style-type: none"> <li>• Receive guidance and advise</li> <li>• Identify emerging issues/risks and their implications</li> </ul>
Heads of Division and Branches	<ul style="list-style-type: none"> <li>• To receive information</li> <li>• Provide expert advice, guidance and recommendations on risk identification, assessment, management and mitigation matters to influence organisational decisions and initiatives</li> <li>• Report on progress towards business objectives and discuss future directions</li> </ul>
Other Staff	<ul style="list-style-type: none"> <li>• To receive and provide information</li> <li>• To provide capacity building in risk management</li> </ul>
<b>External</b>	
<b>Contact</b>	<b>Purpose of Communication</b>
Public Expenditure Policy Coordination Division(PXPC), MOFPS – Risk Management	<ul style="list-style-type: none"> <li>• To receive and provide information on reform issues for ERM</li> </ul>
Ministry's Portfolio Departments	To receive and provide expert guidance and information for coordinating risk reports
MDAs Professional/ Regulatory Bodies	Establish professional networks and relationships across other authorities to maintain currency of issues, share ideas and learning, and collaborate on common responses to emerging and/or developing issues

## **REQUIRED COMPETENCIES**

<b>Core</b>	<b>Level</b>	<b>Technical</b>	<b>Level</b>
Oral communication	3	Strong monitoring, evaluation, analytical and report writing skills	3
Written Communication	3	Use of technology- relevant computer applications such as Microsoft Office Suite and MS Project or other project tool	3

Customer and quality focused	3	Excellent knowledge of ERM framework and tools	3
Presentation Skills	3	Sound Technical Knowledge and expertise to monitor business matters, corporate governance matters, regulatory risks and regulatory change matters.	3
Teamwork and cooperation	3	Sound knowledge of research methodology	3
Interpersonal Skills and People Management Skills	3	Excellent knowledge of public sector management principles	3
Ability to work under pressure	3	Sound knowledge of government policy formulation, monitoring, and evaluation processes	3
Planning and organizing	3		
Problem-solving/Decision making	3		
Leadership skills	2		

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

- BSc in Management Studies, Public Administration, Business Administration or equivalent qualifications.
- Minimum of six (6) years' related experience working with at least three (3) years in a Risk Management role.
- Specialized training in Risk Management.

### **SPECIAL CONDITIONS ASSOCIATED WITH JOB**

- Typical office working environs.
- Long working hours during peak planning and budgeting periods as well as being on call to provide support to the Permanent Secretary and other Executive Management staff in preparation for cabinet meetings.

### **AUTHORITY**

- Recommends Key Risk Indicators (KRIs);
- Recommends risk management strategies and programmes;
- Recommends risk strategic for the Ministry: