



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF SCIENCE, ENERGY, TELECOMMUNICATIONS AND
TRANSPORT (MSETT)

JOB TITLE:	Risk Compliance Officer
JOB GRADE:	GMG/SEG 1
POST NUMBER:	75037
DIVISION/UNIT:	Executive Office/Enterprise Risk Management
REPORTS TO:	Director, Enterprise Risk Management
ACCOUNTABLE TO:	Permanent Secretary
MANAGES:	N/A

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Human Resource Division

Date Created/revised

JOB PURPOSE

Under the general guidance of the Director, Enterprise Risk Management the Risk Compliance Officer is to ensure that the organization operates within legal and regulatory frameworks, mitigates risks, and maintains a culture of compliance. The Risk Compliance Officer will play a critical role in identifying, assessing, and managing risks, as well as promoting ethical behavior and integrity within the Ministry.

KEY OUTPUTS

- Compliance programmes developed, implemented and monitored.
- Compliance training programmes developed and administered
- Technical advice and recommendations provided
- Violations reported;
- Research studies conducted
- Risk assessments conducted
- Support provided with external reviews and Audits
- Reports prepared
- Sites visits conducted
- Investigations conducted

KEY RESPONSIBILITY AREAS

Management/Administrative

- Collaborates with internal and external stakeholders, including legal teams, senior management, Departments and Agencies, to ensure a coordinated and effective approach to compliance.
- Advises internal management and business partners on the implementation of compliance programs
- Prepares and submits compliance reports to senior management and regulatory authorities.
- Reviews existing policies and make recommendations to the Director, Enterprise Risk Management in keeping with best practices to ensure operational efficiency and effectiveness:

- Ensures that violations are duly reported to the Director, Enterprise Risk Management;
- Follows up on compliance issues that require investigation

Technical/Professional

- Investigates matters related to non-compliance ensuring that the appropriate records and documents are properly secured;
- Recognises common compliance vulnerabilities and recommend basic compliance controls to mitigate compliance risks.
- Tracks outcome of corrective actions taken and ensures compliance;
- Participates in conducting risk assessments to identify and evaluate potential risks and their impact on the Ministry
- Provides support with the Development of risk management strategies
- Develops training programmes to strengthen compliance with existing policies, procedures, and legislation governing the MSETT;
- Serves as a liaison with regulatory authorities and external auditors
- Provides support with external reviews and audits.
- Monitors and evaluates the effectiveness of compliance programs and makes recommendations for improvement.

KEY INTERFACES

<i>Internal</i>	<i>Purpose</i>
Director, Enterprise Risk Management	Directives and instructions, work assignment, professional advice and sharing information
Directors, Managers	Requests for information and dissemination of information pertinent to Risk and Compliance
General Staff	Requests for information and dissemination of information pertinent to Risk and Compliance

<i>External</i>	<i>Purpose</i>
Heads of Departments and Agencies	Requests for information and dissemination of information pertinent to Risk and Compliance
Ministry of Finance	Consultation/clarification on policies and guidelines
Integrity Commission	Obtain/Share information
External Audits	Obtain/Share information on Audit reports

PERFORMANCE STANDARDS

- Compliance programmes developed, implemented and monitored.
- Compliance training programmes developed and executed in the agreed timeframe;
- Technical advice and recommendations provided are sound and supported by appropriate data.
- Violations reported within the stipulated timeline;
- Research documents are concise, relevant, and contain information presented in a format that is clear and easily understood
- Risk assessments conducted with agreed timeline
- Reports are accurate and submitted in keeping with the agreed format and within prescribed timeline;
- Sites visits conducted within agreed timeframe
- Investigations conducted in accordance with the standards and agreed timeframe
- Confidentiality, integrity and professionalism are displayed in the execution of duties and personal conduct.
- Mutual respect displayed in the working environment at all time

REQUIRED COMPETENCIES

Core	Level	Technical/Functional	Level
Excellent oral communication skills	3	Proficiency in the use of Microsoft Office Suite.	3
Excellent written communication skills	3	Knowledge of existing legislations, policies & regulations guiding the operation of the Ministry	3
Excellent analysis, research and evaluation skills	3	Report writing	3
Excellent customer and quality focus skills	3	Policy development	1
Excellent planning and organizing skills	3	<ul style="list-style-type: none"> • Knowledge of the principles of risk management • Ability to maintain confidentiality in matters of a sensitive nature • Ability to manage multiple projects/assignments effectively • Knowledge of compliance strategies, techniques and monitoring skills • Ability to cope well under pressured working conditions and to meet deadlines 	
Excellent problem solving and decision making skills	4		
Integrity	4		
Compliance	4		
Change management	3		

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Finance and Accounts/Management Studies/Business Administration or equivalent qualification from a recognized University;
- Three (3) years' experience in compliance or auditing.
- Specialized training in Risk Management
- Familiarity with operational, financial, quality assurance, and human resource procedures and regulations

WORKING ENVIRONMENT

- Maybe required to work beyond regular working hours
- Typical office environment, no adverse working conditions.
- Maybe required to travel locally in the execution of official duties.

AUTHORITY

- Conduct internal compliance audits
- Recommend corrective action to address deviations from policies and procedures