

Manager, Risk and Compliance at FSD Africa

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Job Description

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Created in , FSD Africa is a £30 million financial sector development programme or 'FSD' based in Nairobi. It is funded by the UK Government's Department for International Development (DFID). FSD Africa aims to reduce poverty across sub-Saharan Africa by building financial markets that are efficient, robust and inclusive.

OVERALL, JOB PURPOSE

The Manager, Risk and Compliance is responsible for ensuring effective and efficient management of the FSD Africa's risk through developing and implementation of appropriate risk management frameworks (policies, procedures, tools/modes, systems and structure), so as to minimize losses and protect the FSD Africa's reputation.

KEY RESPONSIBILITIES AND ROLE REQUIREMENTS

Strategic Planning and Management

Participate in the review of FSD Africa's strategy and process to advise on aspects that will result in the implementation of a coherent Strategic plan that is relevant and achievable:

Work with the Assistant Director Risk to undertake a review of the FSD Africa's operating environment and its corporate strategy to help identify significant risk or opportunity exposures.

Participating in the development of the functions strategy; researching and advising on updates in industry practices, policies, and risk awareness.

Keep abreast with external events which could have a negative impact on the organisation

and advise Assistant Director/Head Risk & Compliance with appropriate control measures.

Policies, Procedures and Systems

Lead the development and implementation of the organization's risk management processes to minimize business risk:

In collaboration with the Assistant Director / Head Risk & Compliance, help to develop and implement a framework for ensuring continuity of business operations (Business Continuity Management framework- BCM)

Oversee risk assessment assignments and development of risk registers delegated by Assistant Director / Head Risk & Compliance to ensure they are carried out in line with FSD Africa's risk management framework, work plans and generally accepted standards, and monitoring completion of assignments by the team.

Take the lead in identifying business risks within all process risks and follow up to implementation.

Preparing and presenting quarterly risk management reports to the Management.

Compliance and Controls

Ensure compliance in the organization by conducting regular assessments of compliance issues that will result in early address of the same:

Perform risk assessments and establish the organization's tolerance for risk.

Review current risk and compliance policies and procedures to identify areas of improvement.

Draft new and update existing risk and compliance policies so that they match industry standards.

Conduct regular reviews to ensure compliance procedures are followed across the organization.

Maintain records of compliance practices

Conduct environmental reviews to ensure the company meets environmental requirements.

Advising internal management and pillar heads on the implementation of risk and compliance

programmes

Following up on compliance issues that require investigation.

Evaluating compliance systems and ensuring adequate risk management software is in place.

Prepare risk management reports for FARC, CEO, CIO, Management as appropriate based on internal reviews and advise the executives on risk mitigation measures and implementation of adequate compliance programmes.

Capacity Building

Contribute to strategic knowledge sharing and capacity building to raise awareness and importance of risk management within the organisation:

Promote a culture of risk-awareness and control across the organisation through sensitization and training.

Organize workshops and training sessions to educate and update employees on the organization's compliance policies, regulations, and processes.

Team Leadership

Lead the risk management team in a manner that empowers them to deliver FSD Africa's goals, as well as provide high levels of (internal & external) customer service:

Plan and organise the work of direct reports and or consultants to accomplish strategic and operational goals in the most cost-effective manner possible.

Monitor and review performance and hold staff /consultants accountable for achieving results, meeting standards of excellence and delivering any improvement goals which have been identified; working with the Assistant Director / Head Risk & Compliance to take decisive action in the case of poor performance.

Carry out any other duties or special assignments as assigned by the Management.

PERSON SPECIFICATIONS

Qualifications and Education

Master's degree and 9 years or Bachelor's degree and 11 years of experience

Degree in Commerce, Business Administration, Law, or related fields.

Professional qualification in risk related areas preferred.

Excellent written and spoken English.

Essential Experience, Knowledge, and Skills

At least 9/11 years of experience in a similar role with a reputable medium to large organization in financial services or related industry

Excellent grasp of ERM principles and philosophy

Desirable

Experience of working in a multi-cultural environment

Good communication and relationship building skills.

Knowledge of donor policies and procedures

Previous experience of working in FCDO-funded projects

Languages: French, local African languages

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