

## 1. Officer, Risk-External Schemes -CPF/OR-ES/8/24

<b>Job Title:</b>	Officer, Risk- External Schemes
<b>Directorate/Division:</b>	Risk & Quality Assurance
<b>Section/ Unit:</b>	Risk & Quality Assurance
<b>Location:</b>	CPF HQ-Nairobi
<b>Reports to:</b>	Principal Officer, Risk
<b>Direct Reports:</b>	None
<b>Job Grade:</b>	Job Grade 8
<b>Job purpose:</b>	
The purpose of this role is to support the Risk & Quality Assurance function in implementing the various external Scheme's risk management framework within the standards defined by the Schemes Trustees and the Administrator, including identifying, evaluating, monitoring	
<b>Key duties and responsibilities:</b>	
<ol style="list-style-type: none"> <li>1. Support in developing the various Scheme's risk management frameworks in line with regulatory requirements and best practices and revising them to identify any changes.</li> <li>2. Assist in conducting risk assessments to identify and evaluate potential risks for the various external schemes under administration.</li> <li>3. Prepare risk-related plans and participate in the formulation of strategies to minimize and mitigate the identified risks.</li> <li>4. Identify and recognize the threats to the various Scheme's reputation, operational efficiency, and financial stability and recommend mitigation measures.</li> <li>5. Compile and prepare the various Scheme's risk reports for submission to the manager for review and to be presented to the Senior Management and the various Scheme's Boards of Trustees.</li> <li>6. Document risk analysis reports to stakeholders such as Boards of Trustees, C-suite executives, and employees and ensure secure storage of the documents.</li> <li>7. Keep abreast of the relative directives, regulations, technical standards, and other rules governing the schemes and ensure their ongoing maintenance and implementation.</li> <li>8. Assist in carrying out appropriate risk management awareness initiatives across the business to ensure risk appreciation and upscale the risk culture.</li> <li>9. Perform any other duties that may be assigned from time to time.</li> </ol>	
<b>Academic &amp; Professional Qualifications/Memberships to professional bodies:</b>	
<ol style="list-style-type: none"> <li>1. Bachelor's Degree in Commerce, Finance, Business Administration, Actuarial Science, or relevant field from a recognized institution</li> <li>2. Professional qualification in risk, accounting, auditing, or equivalent from a recognized institution</li> <li>3. Membership to a relevant and accredited professional body such as ICPAK, IIA, IRM, or any other</li> </ol>	
<b>Experience Required:</b>	
<ol style="list-style-type: none"> <li>1. At least three years of relevant experience in a similar role in a busy organization</li> <li>2. Previous experience in the financial/pension industry is an added advantage</li> </ol>	

## Role Competencies

### Technical Competencies:

1. Detailed product and service knowledge
2. Analytical, research-orientated
3. Project management – delivery focused
4. Business Analysis
5. Report writing

### Behavioral Competencies:

1. Customer Focus
2. Cultivate Innovation
3. Nimble Learning
4. Collaborates
5. Critical thinking