

1. Assistant Officer Risk - CPF/AOR/25

Job Title:	Assistant Officer Risk
Directorate/Division	Risk & Quality Assurance
Section	Risk
Reports to:	Principal Officer, Risk
Direct Reports:	None
Contract Period	6 Years
Location	Nairobi
Job purpose:	
This role is responsible for assisting in assessing significant risks that the CPF Group and its key Clients (CPF) faces, carrying out risk assessments and advisories in accordance with the Groups Risk Management Policies and making appropriate recommendations.	
Key duties and responsibilities:	
<ol style="list-style-type: none"> 1. Assist in implementing risk strategies across the customer lifecycle for CPF and its subsidiaries and also integrate customer level risk scores into reactive decision points 2. Keep abreast of the risk management relevant directives, regulations, technical standards, and other rules governing the financial institutions such as CPF and ensure their on-going maintenance and implementation. 3. Assist in the compilation of companywide risk summaries to be presented to the Senior Management and Board Audit Committee. 4. Assist in conducting Risk Management awareness initiatives across the business to ensure risk appreciation and upscale the risk culture. 5. Assist in conducting timely risk assessment processes through risk management experts or in-person and ensure it is done in the agreed timelines provided. 6. Support in the preparation of templates and relevant documentation related to risk assessments and ensure the team is aligned to the documents and submit them for use and review by senior management. 7. Assist in the identification and recognition of threats to the reputation of CPF, operational efficiency and financial stability of the organisation and recommend mitigation measures. 8. Assist in documenting risk analysis reports to various stakeholders such as board members, C-suite executives, and employees and ensure secure storage of the documents. 9. Assist in carrying out analysis of metrics and data such as cash flow, inventory, breakage, and employee activity to identify gaps and uncover fraudulent behaviour within CPF or its subsidiaries gaps and uncover fraudulent behavior within CPF or its subsidiaries 10. Perform any other duties as may be assigned from time to time 	
Knowledge, experience, and qualifications required	
Academic and Professional Qualifications/Memberships to professional bodies:	
<ol style="list-style-type: none"> 1. Bachelor's Degree in Commerce, Finance, Business Administration, Actuarial Science, or relevant field from a recognised institution 2. Diploma in Risk Management, Insurance, or relevant field from a recognised institution 	
Experience Required:	
<ol style="list-style-type: none"> 1. At least 2 years' relevant experience in a similar organization or function. 	
Role Competencies	
Technical Competencies:	Behavioral Competencies:

<ol style="list-style-type: none">1. Strong Data Analysis Skills2. Financial Acumen3. Excellent analytical and Reporting skills with attention to detail in identifying and assessing risks.	<ol style="list-style-type: none">1. Strong organizational and communication skills, with the ability to collaborate effectively across departments.2. High ethical standards and the ability to handle confidential information with integrity.
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