

## 1. Officer, Risk - CPF/OR/25

<b>Job Title:</b>	Officer Risk
<b>Directorate/Division</b>	Risk & Quality Assurance
<b>Section</b>	Risk
<b>Reports to:</b>	Manager, Risk
<b>Direct Reports:</b>	None
<b>Contract Period</b>	6 Years
<b>Location</b>	Nairobi
<b>Job purpose:</b>	
This role is responsible for assisting the Manager, Risk 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.	
<b>Key duties and responsibilities:,is</b>	
<ol style="list-style-type: none"> <li>1. Assist in implementing risk strategies across the customer lifecycle for CPF and integrate customer level risk scores into reactive decision points.</li> <li>2. Provide input in relation to the risk appetite and ensure that operation activities are carried out in alignment with the set risk appetite for CPF.</li> <li>3. 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.</li> <li>4. Plan for appropriate Risk Management awareness initiatives across CPF to ensure risk appreciation and upscale the risk culture.</li> <li>5. Compile company wide risk summaries to be presented to Group Head Risk &amp; QA.</li> <li>6. Support the performance timely risk assessment process through risk management experts or in-person and ensure it is done in the agreed timelines provided.</li> <li>7. 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.</li> <li>8. Identify and recognize the threats to the reputation of CPF, operational efficiency and financial stability of the organization and recommend mitigation measures.</li> <li>9. Support the preparation of risk analysis reports to various stakeholders such as board members, C-suite executives, and employees and ensure secure storage of the documents.</li> <li>10. Analyze metrics and data such as cash flow, inventory, breakage, and employee activity to identify gaps and uncover fraudulent behavior within CPF or its subsidiaries.</li> <li>11. Perform any other duties as may be assigned from time to time.</li> </ol>	
<b>Knowledge, experience, and qualifications required</b>	
<b>Academic and 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 recognised institution.</li> <li>2. Member of the Institute of Risk Management, Institute of Internal Auditors of Kenya/Institute of Certified Public Accountants of Kenya or any other relevant professional body.</li> <li>3. Professional certification in Risk Management, Accounting/Auditing, or any other relevant certification.</li> </ol>	
<b>Experience Required:</b>	
<ol style="list-style-type: none"> <li>1. At least 2 years' relevant experience in a similar organization or function</li> </ol>	

Role Competencies	
Technical Competencies:	Behavioral Competencies:
<ol style="list-style-type: none"> <li>1. Strong Risk Assessment and gap analysis skills</li> <li>2. Financial Acumen</li> <li>3. Excellent analytical and Data Reporting skills with attention to detail in identifying and assessing risks.</li> </ol>	<ol style="list-style-type: none"> <li>1. Strong organizational and communication skills, with the ability to collaborate effectively across departments.</li> <li>2. High ethical standards and the ability to handle confidential information with integrity.</li> </ol>