



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm

CIRCULAR No. 183
OSC Ref. C.6272¹⁶

11th May, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following **vacant posts in the Planning and Development Division - Enterprise Risk Management Branch, Office of the Prime Minister (OPM):**

1. **Director, Enterprise Risk Management (GMG/SEG 4)**, salary range \$3,154,073 – \$3,749,202 per annum and any allowance(s) attached to the post.
2. **Enterprise Risk Management Analyst (GMG/SEG 3)**, salary range \$2,551,250 – \$3,032,634 per annum and any allowance(s) attached to the post.

1. Director, Enterprise Risk Management (GMG/SEG 4)

Job Purpose

The Director, Enterprise Risk Management, will lead the Risk Management function of the OPM and therefore is responsible for establishing and managing the Ministry's Enterprise Risk Management Framework. The Director will lead the identification, evaluation, investigation, analysis, assessment of risks inherent to the operations of the Ministry and the design and implementation of strategies and processes which mitigate threats to the successful delivery of the Ministry's Corporate and Business Plans and desired outcomes.

The Director will also play a role in co-ordinating the risk management process for the Departments/Agencies under the portfolio of the Ministry.

The Director will also provide support in ensuring that the OPM is compliant with legislation, regulations, policies, procedures and standards. Additionally, the Director will lead the process of educating and advising staff on risk management objectives, including portfolio Departments/Agencies.

Key Responsibilities

- Establishes, implements and leads the Ministry's Enterprise Risk Management Plan and Strategy;
- Facilitates the establishment of an effective enterprise-wide risk governance framework, including risk appetite, risk tolerance levels and limits;
- Advises on and challenges risk appetites statement(s); identifies changes in GOJ's risk appetite(s) and ensures that the Ministry is aligned;
- Facilitates and co-ordinates the implementation of risk management processes in the Ministry in a consistent manner across the functional areas and in keeping with GOJ's policy;
- Co-ordinates and reports on the risk management strategy to the Financial Secretary and Deputy Financial Secretaries for decision making in order to ensure each is fulfilling his respective risk oversight responsibilities;
- Guides the development and implementation of a risk-based performance management framework to achieve the ultimate mission of the Ministry;
- Develops mechanisms to identify, assess and evaluate risk to enable the execution of the Enterprise Risk Management Strategy;
- Assesses legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations and their potential impact on the business objectives;
- Validates risk appetite and tolerance with senior leadership and key stakeholders to ensure alignment;
- Approves and leads implementation of programmes designed to anticipate and to minimize threats to the Ministry;
- Evaluates, monitors and reports on Divisions/Units performance to improve the Ministry's risk profile;

- Oversees the conduct of regular risk assessments and preparation of all documentation related to risk assessment and reviews of standard operating procedures, ensuring that recommended improvements are fully implemented;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Reviews and assesses the Risk Management Policy, Strategic and Operational Risk Registers to ensure that regulatory compliance and effective risk management is maintained;
- Designs and delivers training and presentations at workshops, seminars and other meetings, to further an understanding of the basics of risk management;
- Co-ordinates the risk management process in the portfolio Departments/Agencies mainly to ensure alignment of risk mitigating strategy and reporting purposes.

Management/Administrative:

- Manages the development of the Unit's Corporate/Operational Plans, Budget and Individual Work Plans.

Human Resource:

- Provides leadership and guidance through effective planning, delegation, communication, training, mentoring, coaching and discipline;
- Co-ordinates the development of Individual Work Plans and recommends performance targets for the staff assigned;
- Evaluates and monitors the performance of staff in the Unit and implements appropriate strategies;
- Monitors the performance of staff and facilitates the timely and accurate completion of the staff annual performance appraisals and other periodic reviews;
- Identifies skills/competencies gaps and contributes to the development and succession planning for the Unit to ensure adequate staff capacity;
- Participates in the recruitment and training of staff of the Unit;
- Recommends training, promotion and approves leave in accordance with established Human Resource Policies and Procedures;
- Recommends/Effects disciplinary measures in keeping with established guidelines and practices.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annual customer service reports in accordance with established standards;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Excellent team management skills
- Excellent oral and written communication and presentation skills
- Strong customer relations skills
- Ability to influence and motivate others
- Integrity and confidentiality
- Proficient in the use of relevant computer applications
- Excellent planning and organizing skills
- Excellent research skills
- Excellent interpersonal skills (ability to communicate and manage relationship at all levels with business users, financial institutions and vendors)
- Excellent judgment, decision-making and problem-solving skills
- Demonstrable negotiating and analytical skills to ensure complete and accurate critical risks are captured, mitigated and/or monitored
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements
- Ability to influence and motivate others
- Ability to monitor and report on programme/project budgets
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values

- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools
- Sound Enterprise Risk Management principles and philosophy
- Sound understanding of Enterprise Risk Management frameworks and tools
- Knowledge of best practice standards for Risk Management, Business Operations and Information/Technology operations and processes
- Knowledge of the principles of Public Sector Management
- Knowledge of Government policy formulation, monitoring and evaluation processes
- Sound understanding of Research Methodology

Minimum Required Qualification and Experience

- Master's Degree in Management Studies, Public Administration, Business Administration, Social Sciences from a recognized tertiary institution;
 - Specialized training in Risk Management;
 - Four (4) years related experience, with at least two (2) years in a Risk Management role;
- OR**
- Bachelor's Degree in Management Studies, Public Administration, Business Administration, Social Sciences from a recognized tertiary institution;
 - Specialized training in Risk Management;
 - Six (6) years related experience, with at least three (3) years in a Risk Management role.

2. Enterprise Risk Management Analyst (GMG/SEG 3)

Job Purpose

Under the general direction of the Director, Enterprise Risk Management, the Enterprise Risk Management Analyst is responsible for facilitating the identification, evaluation and analysis of risks inherent to the operations of the Ministry and formulating, implementing and evaluating risk management strategies to efficiently and cost-effectively manage these risks.

The Risk Management Analyst will support the Principal Director and the Management Team in ensuring the Ministry is compliant with regulations, legislature, policies, procedures and standards regarding all aspects of the enterprise-wide risk management programme.

The Risk Management Analyst will also participate in educating and advising management and staff on risk management objectives.

Key Responsibilities

Technical/Professional:

- Collects information and reviews documentation to ensure that risk scenarios are identified and evaluated;
- Identifies, with the respective managers, legal, regulatory and contractual requirements and organizational policies and standards related to the Ministry's operations to determine their potential impact on the business objectives;
- Identifies, with senior leadership, potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk;
- Implements the ERM framework and ongoing ERM practices suitable for the requirements of the Ministry;
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted for;
- Assembles and analyzes risk scenarios to determine the likelihood and impact of significant events to the Ministry's business objectives;
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership;
- Facilitates the establishment of risk tolerance with senior leadership and key stakeholders to ensure alignment;
- Assists in the development of a risk awareness programme and conducts training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture;
- Identifies and evaluates risk response options and provides the Executive Management with information to enable risk response decisions;
- Participates in the review of risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy;

- Applies risk criteria to assist in the development of the risk profile for Executive Management approval;
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile;
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Performs risk assessments by analysing current risks and identifying potential risks that may impact the Ministry;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;
- Influences and when necessary, challenges decisions that give rise to material risks;
- Builds awareness of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and disaster recovery management plans;
- Provides support and training to staff in building risk awareness.

Management/Administrative:

- Develops Individual Work Plans based on alignment to the overall plan for the Unit;
- Participates in meetings, seminars, workshops and conferences as required;
- Prepares reports and programme documents as required.

Human Resource:

- Contributes to and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the Unit's and organization's goals;
- Assists with the preparation of and conducts presentations on the role of Unit for the Orientation and Onboarding Programme.

Customer Service:

- Maintains customer service principles, standards and measurements;
- Identifies and incorporates the interests and needs of customers in business process design;
- Ensures critical success factors are identified and meets expectations;
- Prepares quarterly and/or annual customer service reports in accordance with established standards;
- Performs all other duties and functions as may be required from time to time.

Required Knowledge, Skills and Competencies

- Excellent team management skills
- Excellent oral and written communication and presentation skills
- Strong customer relations skills
- Confidentiality
- Proficient in the use of relevant computer applications
- Excellent planning and organizing skills
- Excellent research skills
- Excellent interpersonal skills (ability to communicate and manage relationship at all levels with business users, financial institutions and vendors)
- Excellent judgment, decision-making and problem-solving skills
- Demonstrable negotiating and analytical skills to ensure complete and accurate critical risks are captured, mitigated and/or monitored
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements
- Ability to monitor and report on programme/project budgets
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values
- Advanced Information Technology skills in relation to Microsoft Office Suite (Word, PowerPoint, Excel and MS Project) or other project tools
- Sound Enterprise Risk Management principles and philosophy
- Sound understanding of Enterprise Risk management frameworks and tools
- Knowledge of best practice standards for Risk Management, Business Operations and Information/Technology operations and processes
- Knowledge of the principles of Public Sector Management
- Knowledge of Government policy formulation, monitoring and evaluation processes
- Sound understanding of Research Methodology

Minimum Required Education and Experience

- Bachelor's Degree in Management Studies, Public Administration, Business Administration, Social Sciences from a recognized tertiary institution;
- Specialized training in Risk Management;
- Three (3) years' experience in Risk Management.

Applications accompanied by Résumés should be submitted **no later than Wednesday, 25th May, 2022 to:**

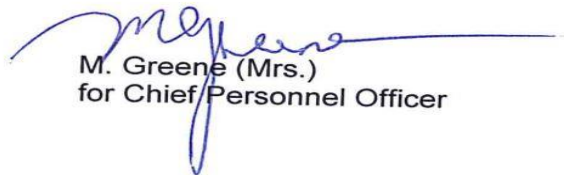
Senior Director
Human Resource Development and Management (HRDM) Division
Office of the Prime Minister
1 Devon Road
Kingston 10

Email: jobs@opm.gov.jm

Further details of the posts may be obtained from the HRDM Division.

Please note that only shortlisted applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



M. Greene (Mrs.)
for Chief Personnel Officer