



Office of the Services Commissions

(Central Government)

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CIRCULAR No. 175 **OSC Ref. C. 5849¹³**

15th May, 2025

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 **vacant** post of **Enterprise Risk Management Officer (GMG/SEG 3)** in the **Ministry of Justice**, salary range \$5,198,035 - \$6,990,779 per annum.

Job Purpose

Under the general direction of the Director, Enterprise Risk Management, the Enterprise Risk Management Officer is responsible for assisting with the development and management of the Enterprise Risk Management framework and programmes for the Ministry and its subjects, that ultimately support the achievement of business objectives and goals.

Key Responsibilities

- Collects information and reviews documentation to ensure that risk scenarios are identified, documented and evaluated;
- Identifies 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 potential threats and vulnerabilities for business processes, associated data and supporting capabilities, to assist in the evaluation of enterprise risk;
- 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;
- Validates risk appetite and 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 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;
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements.

Required Knowledge, Skills and Competencies

- Adaptability
- Compliance
- Customer and Quality Focus
- Initiative

- Excellent interpersonal skills
- Excellent oral and written communication skills
- Teamwork and co-operation
- Time management skills
- Accountability
- Analytical thinking
- Attention to detail
- Coaching and mentoring
- Goal/Results oriented
- Government risk and control
- Excellent leadership skills
- Methodical
- Excellent planning and organizing skills
- Excellent decision-making skills
- Sound understanding of Enterprise Risk Management frameworks and tools
- Ability to demonstrate a broad technical knowledge and expertise, covering conduct of business matters, Corporate governance matters and regulatory risk and regulatory change matters
- Presentation and reporting skills
- Practical and commercial approach to problem solving
- Sound understanding of Research Methodology
- 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 IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tool
- Strong ability to synthesize multiple ideas and complex information into a coherent summary, as in reports and briefing notes, and to make cogent recommendation for the modification or creation of legislation, policies and programmes
- Knowledge of the Government processes, including policy development, financial planning, performance management systems and basic theories, principles and methods of analysis

Minimum Required Qualification and Experience

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or related discipline;
- Specialized training in Risk Management;
- Three (3) years' related experience.

Special Conditions Associated with the Job

- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines, which will result in high degrees of pressure, on occasions;
- May be required to travel locally and overseas, to attend conferences, seminars and meetings.

Applications, accompanied by résumés, along with the names, telephone numbers and email addresses of two (2) references (one must be a former/current supervisor), should be submitted **no later than Thursday, 29th May, 2025, to:**

**Senior Director
Human Resource Management and Development
Ministry of Justice
61 Constant Spring Road
Kingston 10**

Website: <https://moj.gov.jm/careers/apply>

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.

A handwritten signature in black ink, appearing to read 'Desreen Smith', with a stylized flourish at the end.

**Desreen Smith (Mrs.)
for Chief Personnel Officer**