

ZCCM-IH PLC
JOB DESCRIPTION

1.1 IDENTIFICATION SECTION

JOB TITLE : **Manager Risk**
JOB GRADE : **ZH 3**
DEPARTMENT : **Risk Management**

1.2 JOB PURPOSE:

To provide leadership for the risk team that is charged with the responsibility of facilitating the implementation and monitoring the enterprise risk management, ensuring that controls are embedded in the systems in development of policies, procedures and facilitating the evaluation of risks in prospective investments, monitoring compliance to laws and regulations, a ensuring that risks to projects are managed in ZCCM-IH and its subsidiaries.

1.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Risk Policies, Framework, Systems and Procedures	<p>Designs, reviews and implements the risk policies, framework, systems and procedures;</p> <p>Monitors the adherence to the approved risk policies, framework, systems and procedures.</p>
Service Delivery	<p>Develops standing orders for each category of service delivery which include assignment objectives, scope and plan;</p> <p>Schedules assignments, determines the resources that are necessary, and sees that the approved assignment plan is accomplished to the extent staffing allows;</p> <p>Supervises the assignments and reviews the work performed to ensure the adequacy of scope, the adequacy of work performed, and the accuracy of conclusions reached.</p>
Enterprise Risk Management	<p>Reviews and implements the Enterprise Risk Management Policy and Framework;</p> <p>Coordinates the compilation of the Strategic plans for ZCCM-IH and its subsidiaries;</p>

	<p>Coordinates the identification of risks, assessment of risks and mitigation of risks to the Strategic Plans for ZCCM-IH and its subsidiaries;</p> <p>Coordinates the monitoring of the implementation of the Company and Departmental Action Plans;</p> <p>Coordinates the identification of operational risks in the departments, assessment of risks and monitoring of the risks;</p> <p>Coordinates the monitoring of the implementation of the operational risk response plans;</p> <p>Promotes the discussion and monitors of the Strategic and operational risks in the Investee companies.</p>
Fraud Risk	<p>Coordinates the setting up of and Ethics Program in ZCCM-IH and its subsidiaries;</p> <p>Reviews adherence to the Ethics Program;</p>
Investment Risk	<p>Coordinates the review of risks in potential investments;</p> <p>Coordinates the review of the investee companies' performance;</p> <p>Coordinates the conduct of reviews of the operations of the investee companies as approved;</p> <p>Coordinates the monitoring of the strategic risks, operational risks, fraud risks, compliance risks and business continuity risks in the investee companies.</p>
Compliance Risk	<p>Coordinates the monitoring of adherence to regulations and laws in ZCCM-IH and its subsidiaries;</p> <p>Coordinates the monitoring of adherence to policies and procedures in ZCCM-IH and its subsidiaries.</p> <p>Submits monthly Risk reports to management</p>
Business Continuity	<p>Coordinates the design and implementation of business continuity policies and plans.</p>
People Management	<p>Organizes, directs, and controls the risk team and the work of all the risk team;</p> <p>Manages, develops and trains a professional risk staff with sufficient knowledge, skills, experience, and professional certifications to meet the Company's risk requirements.</p>

1.4 **REPORTING RELATIONSHIPS**

- a) **Reports to:**
Chief Executive Officer
- b) **Other Jobs Reporting to (a) above:**

- Chief Investment Officer;
- Chief Technical Officer;
- Chief Financial Officer;
- Chief Legal Officer;
- Chief Human Resource and Administration Officer;
- Chief Internal Audit Officer;
- Company Secretary
- Corporate Affairs Manager;
- ICT Manager;
- Procurement Manager;
- Manager Strategy;
- Executive Assistant - CEO; and
- Personal Assistan

c) Number and level of immediate subordinates:

Risk Officer (x2)

1.5 ESSENTIAL/DESIRABLE QUALIFICATIONS/EXPERIENCE

- a) Professional Qualifications:**
 Five (05) ‘O’ Levels
 Bachelor’s Degree
 Professional Qualifications
 Master’s Degree is an added advantage
 Professional Membership
- b) Minimum Relevant Pre-Job Experience:**
 4 years’ experience in a similar position
- c) Skill Specifications:**
- Analytical, creativity and problem- solving skills
 - Computer skills
 - Report Writing skills
- d) Other Attributes (Personality Traits)**
- Strong personality& highly confidential
 - Attention to detail
 - Investigative