



LIMESTONE
RESOURCES LIMITED

A Member of the
ZCCM-IH Group of Companies



1523 DEPOT ROAD, CLEVELAND PARK, NDOLA. WWW.LRL.CO.ZM. COMPANY 120190005422 TEL: 0962755820

RISK OFFICER

JOB PRELIMINARY INFORMATION		
Job Title: RISK OFFICER	Employee No:	Department: INTERNAL AUDIT
Establishment: 01	Salary Grade: G	Section: Risk
Position Category: MANAGEMENT		
Immediate Supervisor: INTERNAL AUDIT MANAGER		
Immediate Subordinates: None 1. Nil		
JOB OVERVIEW		
To facilitate the implementation of the enterprise risk management policy and framework at the company.		
KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)	
Strategic Risk	<ul style="list-style-type: none"> Facilitates the compilation of the Strategic Plan at the company. Facilitates the identification of risk, assessment of risk and mitigation of risks. Facilitates the compilation of the annual company action plans and departmental action plans for the company. Facilitates the monitoring of the implementation of the company and departmental risks and action plans. 	
Operational Risk	<ul style="list-style-type: none"> Facilitates the identification of operational risks to the business, assessment of risks and mitigation of risks in the company. Facilitates the monitoring of the operational risks in the company. 	
Fraud Risk	<ul style="list-style-type: none"> Ensures implementation and monitoring of the Ethics Program at the Company. Conducts investigations into alleged improprieties at the Company. 	

Compliance Risk	<ul style="list-style-type: none"> Identifies the applicable laws and regulations for the Company. Monitors the adherence to applicable laws and regulations at the Company Reviews the internal and external audit reports for the Company to ensure compliance with policies and procedures and; updates the compliance dashboard as appropriate.
Business Continuity risk	<ul style="list-style-type: none"> Ensures the Company have implemented business continuity plans.
Systems in development, policies and procedures	<ul style="list-style-type: none"> Ensures controls are embedded in systems in development, new and reviewed policies and procedures.

REPORTING RELATIONSHIPS

Reports to:

- a) Internal Audit Manager

PERSON SPECIFICATION

Education:

-Grade 12 with five ordinary level passes

Qualification:

-Relevant Bachelors degree or Professional Qualification.

-Certification in Risk Management.

-Professional membership

Training Requirement:

-Continuous developmental programs.

Skills/Abilities:

- Analytical and problem-solving skills.
- Computer skills
- Report writing skills.
- Strategic focus,
- Professional scepticism.
- Excellent communication skills.
- Team player.
- Focused and assertive.
- Investigative.

Work Experience:

- Two years' experience in similar position

Other Attributes (Personal Traits)

- Strong personality and respect for confidentiality
- Attention to detail
- Objectivity and Integrity.
- Interact at all levels internally and externally

WORK RELATIONSHIPS

Internally (90%): Collaborates with all departments.

Externally (10%): Collaborates with ZCCM-IH PLC Internal Audit, Appointed

External Auditors and Regulatory Authorities etc.

WORK ENVIRONMENT AND WORKING HOURS

- Working Place: Office and Outdoor
- Working Hours: 8 Hours but may be required to work longer