



ZCCM-IH PLC

JOB DESCRIPTION

6.3.1 IDENTIFICATION SECTION

JOB TITLE : Risk Officer

JOB GRADE : ZH4

DEPARTMENT : Risk

6.3.2 JOB PURPOSE:

To facilitate the implementation of the enterprise risk management policy and framework in ZCCM-IH and its subsidiaries.

6.3.3 KEY RESULT AREAS AND PRINCIPAL ACCOUNTABILITIES

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
Strategic Risk	<p>Facilitates the compilation of the Strategic Plans in ZCCM-IH and its subsidiaries.</p> <p>Facilitates the identification of risk, assessment of risk and mitigation of risks to the Strategic Plans in ZCCM-IH and its subsidiaries.</p> <p>Facilitates the compilation of the annual company action plans and departmental action plans for ZCCM-IH and its subsidiaries.</p> <p>Facilitates the monitoring of the implementation of the company and departmental action plans and; company and departmental risk response plans for ZCCM-IH and its subsidiaries.</p>
Operational Risk	<p>Facilitates the identification of operational risks to the business, assessment of risks and mitigation of risks in ZCCM-IH and its subsidiaries.</p> <p>Facilitates the monitoring of the operational risks in ZCCM-IH and its subsidiaries.</p>
Fraud Risk	<p>Ensures implementation of the Ethics Program in ZCCM-IH and its subsidiaries.</p>

KEY RESULT AREAS	PRINCIPAL ACCOUNTABILITIES (MAIN DUTIES)
	<p>Monitors the implementation of the Ethics program in ZCCM-IH and its subsidiaries.</p> <p>Conducts investigations into alleged improprieties in ZCCM-IH and its subsidiaries.</p>
Compliance Risk	<p>Identifies the applicable laws and regulations for ZCCM-IH and its subsidiaries</p> <p>Monitors the adherence to applicable laws and regulations in ZCCM-IH and its subsidiaries.</p> <p>Reviews the internal and external audit reports for ZCCM-IH and its subsidiaries for compliance with policies and procedures and; updates the compliance dashboard as appropriate.</p>
Business Continuity risk	Ensures ZCCM-IH and its subsidiaries have implemented business continuity plans.
Systems in development, policies and procedures	Ensures controls are embedded in systems in development, new and reviewed policies and procedures.

6.3.4 REPORTING RELATIONSHIPS

- a) **Reports to:**
Risk Manager
- b) **Other Jobs Reporting to (4a) above:**
Risk Officer-Investments Analysis (1)
- c) **Number and level of immediate subordinates:**
Nil

6.3.5 ESSENTIAL/DESIRABLE EXPERIENCE/QUALIFICATIONS

- a) **Professional Qualification:**
Five (5) "O" Levels
Bachelor's degree or professional qualification
Professional membership
Certification in Risk Management
- b) **Minimum Relevant Pre-Job Experience:**
2 years' experience in a similar position
- c) **Skill Specifications:**
 - Analytical, creative and problem-solving skills
 - Computer skills
 - Report Writing skills
- d) **Other Attributes (Personality Traits)**

- Strong personality& highly confidential
- Attention to detail
- Investigative