



P.O.BOX 1124-01000, THIKA. TEL: 0714 479004, 0716, 902160, 0729 953588

info@azimasacco.co.ke, www.azimasacco.co.ke

CAREER OPPORTUNITY:

Applications are invited from suitable and qualified Kenyan citizens for the vacant position of: -

RISK & COMPLIANCE MANAGER

The Risk and Compliance Manager will ensure effectiveness and adequacy of systems audit, Internal control systems, risk management and Sacco compliance with all statutory requirements and regulations.

This role will be reporting to the Chief Executive Officer.

Experience and Qualifications;

- a) Must have a Bachelor's degree in a business-related Course.
- b) Must have Professional Qualification in CIA or CPA(K)
- c) Must have Professional Qualification in CISA
- d) Must be a member of a relevant professional body. i.e; ICPAK/ISACA/IIA and in good standing.
- e) Must have at least five (5) years of relevant experience, two (2) of which must be in a Sacco or a financial Institution.
- f) Must have knowledge and experience in computerized audit techniques and systems audit.
- g) Must have knowledge in IFRS 9 & 16 reporting standards
- h) Experience in risk management principles, practices and processes will be an added advantage.
- i) Age 30-45 Years

Roles and responsibilities

Systems Audit function:

- a) Conduct internal financial and systems audit and risk assessments.
- b) Establish and maintain an information systems audit work plan and strategy in line with the Sacco's goals and objectives
- c) Guide the establishment and continuous management of the information systems assets.
- d) Review all core banking system parameters.

- e) Ensure that users' access to the core banking system is secure and has the necessary controls in place
- f) Ensure periodic vulnerability and disaster recovery testing
- g) Review control procedures on security for systems under development or enhancements to the current systems.
- h) Perform information control reviews to include system development standards, system security, backup & disaster recovery and system maintenance.

Risk Management function

- a) Conduct continuous risk assessment activities for the Sacco operations, processes, products and compliance.
- b) Analyze current risks, conduct assessments to define and possible risks and evaluate the gravity of each risk by considering its consequences.
- c) Create business continuity plans to mitigate risks.
- d) Review any new major contracts or internal business proposals.
- e) Design processes to eliminate or mitigate potential risks
- f) Establish the level of risk, the Sacco can take.
- g) Review external risk posed by corporate governance to stakeholders.
- h) Build risk awareness amongst staff by providing support.

Sacco Compliance function

- a) Review and implement all key compliance obligations relating to laws, rules, regulations and other statutory and regulatory requirements.
- b) Develop and implement a compliance management plan to ensure the Sacco's compliance with all key compliance obligations.
- c) Ensure that the Sacco's governance, credit risk management and internal control systems are functioning as intended to align with the Sacco's objectives.
- d) Any other duty as may be assigned by the Chief Executive Officer.

Technical Knowledge

- a) Ability to keep up to date with legislative and regulatory changes
- b) Have attention to detail and be able to analyze and interpret data and present information in a clear and logical manner.
- c) Excellent knowledge of IT systems & infrastructure.
- d) Strong knowledge of Cyber Security principles and best practices.
- e) Articulate, professional and able to communicate clearly and positively to clients and staff.

NB: This position will be reporting to Chief Executive Officer.

Application Instructions:

Interested candidates should submit their cover letter, Curriculum Vitae, professional and academic certificates in **one pdf file**, indicating the current and expected salary to **careers@azimasacco.co.ke** on or before

21st November, 2023 by 5:00p.m. Indicate the Job title as the email subject.

All applications should be addressed to;

The Chairman,
Azima SACCO Society Limited.
P.O.BOX 1124 – 01000.

THIKA.



- Canvassing will lead to automatic disqualification and only shortlisted applicants will be contacted.

DATED: - 6th November 2023.