

Team Lead - Strategy and Risk Management

POSITION CLARIFICATION:

The Team Lead Strategy and Risk Management works closely with the Chief Executive Officer (CEO) in driving the corporate planning function and in mitigating strategic and operational risk to the organization. This position will provide the leadership and guidance necessary to operationalize the organization's strategy and identify, assess, mitigate and monitor the organization's risks. The incumbent shall report directly to the CEO, and should have access to the Risk Committee, through the CEO

KEY AND CRITICAL RESPONSIBILITIES include:

General

- Assist the Board and Management in promoting a risk aware culture.
- Consistently evaluate iGovTT's risk governance framework against leading practice and industry standards.
- Develop a robust risk reporting framework/consistently evaluate the current risk reporting framework to ensure alignment with risk appetite.
- Facilitate ERM training and awareness activities when needed.
- Provides support to business units and respond to line management queries on all aspects of the operational risk management framework and the organization's strategic plan.
- Assisting the CEO in building and operationalizing the annual corporate work-planning process involving the leadership team and all line functions of iGovTT.
- Working closely with all Heads of Departments and/or Team Leads to modify and dovetail business plans to align with the corporate vision and strategic direction while monitoring their reported performance against strategic/operational plans.
- Performing the monitoring and measurement function to track the company's performance against its corporate key performance indicators (KPIs), and supporting the CEO in the preparation of reports and progress updates to the iGovTT Board, the Line Ministry and any other stakeholder as required.
- Conducting research and analysis of local, regional and global developments and make recommendations for the purpose of developing and supporting the strategic and operational planning life cycles, and minimising risk.

- Ensuring iGovTT's corporate competitiveness and advising the leadership on opportunities & threats, evaluating impact to the company and suggesting adjustments to corporate plans & directions so as to minimise risk and achieve strategic objectives.
- Ensure that decisions of the Board and the Company's Executive Management Team are reflective of the direction determined by the Company's Strategic Plan.
- Preparing dashboards for the Board and Executive management.
- Facilitate enterprise risk assessments in alignment with the organization's strategic plan and collate and analyze information required for enterprise risk assessments.
- Prepare the preliminary risk profile and submit to the Enterprise Risk Management Committee for review
- Evaluate the risk appetite framework on an annual basis for relevance.
- Drive the development/revision of iGovTT's risk appetite statements, including risk tolerance, targets and limits.
- Collaborates with lines of business to define appropriate Key Risk Indicators (KRI's) relative to key objectives of the organisation.
- Review risk reporting templates on a consistent basis, and develop/implement applicable changes to support qualitative and quantitative methods of reporting.
- Confirm that business units assess and report on risk in a timely manner and in line with iGovTT's risk management framework.
- Leads the preparation of overarching management reports for all issues so as to effectively communicate their severity and status to line and senior management.
- Leads risk management presentations to management or executive committees as required.
- Provide support to business units in monitoring critical risks and tracking remediation activities.
- Collate business unit risk reports and submit to the Audit and Risk Committee.
- Establish accountability for business unit risk reporting.
- Coordinates mechanisms for incident/issue management and issue management and resolving breaches.
- Any other related duties as assigned by the Chief Executive Officer.

KEY COMPETENCIES:**Knowledge & Experience:**

- At least seven (7) to nine (9) years of progressive experience in a corporate planning function and risk management or internal audit for a medium or large sized organization, with at least three (3) years of relevant experience at a supervisory level.
- Thorough understanding of and working experience with Enterprise Risk Management practices
- Knowledge of Institute of Internal Auditors (IIA) standards, ISO 31000 guidelines and COSO Framework.
- Excellent communication (across all levels within iGovTT), project management and organizational skills.
- Excellent analytical abilities.
- Proficiency in Microsoft Office including Word and advanced proficiency in Excel.
- Demonstrated experience in developing strategies and scenario planning.
- Able to articulate and guide the development of strategic, operational and tactical plans so as to minimize risk to the organization.
- Able to develop, implement, monitor and report on key metrics against strategic, operational and tactical plans and risk mitigation.
- Demonstrated experience in developing and implementing a corporate performance management system. This includes defining performance indicators and metrics, as well as managing and monitoring outputs and outcomes versus targets.
- Demonstrated independence, initiative and teamwork.
- Demonstrated verbal and written communication skills to diverse national and regional audiences.
- Demonstrable experience to lead in and manage the preparation of reports and monitoring Key Performance Indicators (KPIs).

Education/Accomplishments:

- Bachelor's Degree in Business Administration, Organisational Management, Accounting, Finance or equivalent.
- Project management qualifications would be considered.
- MBA and/or professional certification in Risk Management (such as, IIA's Certification in Risk Management Assurance – CRMA) would be an asset.
- Additional specialist qualifications would be an added benefit (CISA, CFSA, CFE, CISM).

How to apply:

- Applicants are to submit their applications via email to igovtt-careers@igovtt.tt stating Name, Position being applied for and Contact Information in the subject line. Deadline date for the submission of applications: **5 April 2019**.

Please be advised that only suitably qualified candidates shall be contacted.

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