

JOB POSTING

May 9, 2019

Permanent Secretaries and Heads of Departments are asked to invite applications from suitably qualified officers in their Ministries/Departments to fill the following post in **Tax Administration Jamaica** as listed below:

Strategic Services Division

- 1) **Enterprise Risk Management Analyst (Level 6)** salary ranges **\$2,781,078 – 3,420,375** per annum and any applicable allowance(s); **(1 position - Kingston)**.
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Enterprise Risk Management Analyst (Level 6)

JOB PURPOSE

To collect data to identify and analyse TAJ's risk; create and monitor the Risk Register and database; monitor risk management issues; assess and report the risks within the organization.

KEY RESPONSIBILITY AREAS

Technical and Professional Duties:

- Facilitates the implementation of processes, tools and systems to identify; assess, measure, manage, monitor and report risks;
- Assists in the development of and manages processes to identify and evaluate business areas' risks and risk control self-assessment ;
- Contributes to the development of risk policies and procedures;
- Supports the Director, ERM in the effective and efficient management of risks across the organization;
- Performs analyses of the organization's risk and risk events to identify trends, gaps and recommends mitigation strategies;
- Establishes and maintains collaborative partnerships with Risk Management Committee and risk management participants and supports their risk management initiatives;
- Develops and recommends policies, and other documentation as required;
- Ensures adherence to risk standards and procedures;
- Coordinates and conducts risk workshops where enterprise gaps are identified;

- Facilitates the development of risk response strategies (mitigation plans);
- Promotes the establishment and maintenance of a risk management philosophy and culture within TAJ;

- Monitors major and critical risk issues;
- Communicates with risks owners;
- Maintains knowledge of ERM and technology industry trends, and ensures the organization's ERM programme meets expectation;
- Researches, proposes and enhances effective risk methods informed by best practice;
- Monitors risk compliance by line management;
- Performs other related duties assigned by the Director.

REQUIRED COMPETENCIES

Specific Knowledge

- Excellent knowledge of the operation and functions of Tax Administration Jamaica;
- Excellent knowledge of risk management processes including understanding of risk management model, risk management analysis and risk mitigation;
- Excellent knowledge of conducting data analysis and research;
- Comprehensive knowledge of computer systems and the relevant applications

Required Skills and Specialized Techniques

- Excellent analytical, planning and organizing skills
- Excellent decision-making, negotiating and problem solving skills
- Excellent communication and interpersonal skills;

Qualification and Experience

- BSc in Business Administration or the equivalent qualification;
- Specialized training in Risk Management;
- Four (4) years related work experience.

WORKING CONDITIONS

- Normal Office Environment;
- Travelling (30-40%).

Interested persons are invited to submit applications with resumes **no later than May 27, 2019** to:

**The Human Resource Management Unit
Tax Administration Jamaica
NCB South Towers
2 Oxford Road, 9th Floor
Kingston 5**

Applications will also be accepted via email: **sara.hr.recruit@taj.gov.jm**

Please note only shortlisted applicants will be contacted.