

# VACANCY



**POSITION:** Risk Compliance Officer  
**REPORTING TO:** Risk & Compliance Manager  
**DEPARTMENT:** Risk & Compliance Department  
**LOCATION:** VAELL Kenya Mombasa Road

## Job view:

To execute duties handled in the Risk Department.

## Duties and Responsibilities

- Implementation and control of risks identified, assessed and evaluated under the guidance of the Risk and Compliance manager.
- Assessment of risk by way of analyzing, identifying, describing and estimating the current and future risks affecting the company and escalating to the Risk Management.
- Assisting the Risk Management in evaluation of risk by way of comparison of estimated risks with criteria established by the organization such as costs, legal requirements and environmental factors, and evaluating the company's previous methods of handling of risks.
- Assisting the Risk Management in establishing and quantifying the company's level of risk and if and how much they are prepared to accept.
- Ensuring processes such as purchasing, insurance, implementing health and safety measures and making company continuity plans to limit risks and preparing for any risk that the company may face.
- Conducting audits of policy and compliance to standards and regulations of the Company this shall include insurance, health and safety policies, disaster recovery measures and business continuity plans.
- Providing support, education and training to staff to build risk awareness within the company.
- Provision of platforms for report and assessment of risks by the various departments.
- To ensure compliance with tax and regulatory laws and regulations across the region.
- Any other duties as shall be assigned.

## Qualification

- Bachelor of Laws from a university recognized by the Council of Legal Education.
- Should have experience in a busy corporate law department and/or a busy law firm
- Accounting background will be an added advantage.

## Skill

- Excellent negotiation skills
- Keen to details, hardworking and ability to work unsupervised
- Good time management and ability to meet deadlines
- Excellent Reporting and Presentation skills both internally and externally
- Good Communication and interpersonal skills
- Diligent worker with high levels of Confidentiality and Integrity
- Computer literate and Proficient in the use of Microsoft office
- Able to work in a team
- Ability to think strategically
- Ability to work under pressure.

## To apply:-

Qualified applicants are invited to send a cover letter illustrating their suitability for the position against the listed qualifications and competencies together with detailed curriculum Vitae. Applications should be sent to [applications@vaell.com](mailto:applications@vaell.com) not later than **16th March 2015**.