

Southern Regional Health Authority

Compassion | Accountability | Respect | Efficiency
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Website: www.srha.gov.jm

The Southern Regional Health Authority (SRHA), a Statutory Body under the Ministry of Health & Wellness responsible for the management and operation of Public Health Services within the Parishes of Clarendon, Manchester and St. Elizabeth, invites applications from suitably qualified persons for the following position in the **REGIONAL OFFICE**:

ENTERPRISE RISK MANAGEMENT ANALYST (GMG/SEG 3 - Pay Band 9) - READVERTISED

(Salary range \$4,594,306 - \$6,178,830 per annum and any allowance(s) attached to the post.)

Job Purpose

Under the general direction of the Regional Director, the Risk Management Analyst is responsible for facilitating the identification, evaluation and analysis of risks inherent to the operations of the SRHA and formulating, implementing and evaluating risk management strategies to efficiently and cost effectively manage these risks.

Qualifications and Experience

The ideal candidate must possess:

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Specialized training in Risk Management;
- Three (3) years related experience.

Required Knowledge, Skills & Competencies

Core

- Excellent interpersonal and team management skills
- Excellent oral and written communication skills
- Strong analytical and problem solving skills
- Strong leadership skills
- Strong customer relations skills
- Excellent planning and organizing skills
- Excellent judgment and decision-making skills

Technical

- Sound understanding of enterprise risk management frameworks and tools
- Ability to demonstrate broad technical knowledge and expertise covering conduct of business matters, corporate governance matters and regulatory risk and regulatory change matters
- Practical and commercial approach to problem solving
- Sound understanding of Research Methodology
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements
- Ability to monitor and report on programme/project budgets
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tools

Key responsibilities will include:

- Collecting information and reviewing documentation to ensure that risk scenarios are identified and evaluated;
- Identifying, with the respective managers legal, regulatory and contractual requirements and organizational policies and standards related to the SRHA's operations to determine their potential impact on the business objectives;

- Identifying, with senior leadership, potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk;
- Implementing the ERM framework and ongoing ERM practices suitable for the requirements of the Ministry;
- Updating and maintaining a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted for;
- Assembling and analysing risk scenarios to determine the likelihood and impact of significant events to the SRHA's business objectives;
- Developing individual work plans based on alignment to the overall plan for the section;
- Participating in meetings, seminars, workshops and conferences as required;
- Preparing reports and programme documents as required.
- Collecting and validating data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders;
- Monitoring and communicating Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process;
- Facilitating independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively;
- Identifying and reporting on risk, including compliance, to initiate corrective action and meet business and regulatory requirements;

Applications along with resume should be sent no later than **Friday, September 22, 2023** to:

**Director, Human Resource Management & Development
Southern Regional Health Authority
3 Brumalia Road
Mandeville.**

E-Mail - jobs@srha.gov.jm

****PLEASE INDICATE IN THE 'SUBJECT LINE' THE POSITION FOR WHICH YOU
ARE APPLYING****

NB. ONLY SHORTLISTED APPLICANTS WILL BE ACKNOWLEDGED