

December 9th, 2022

Job Description



Job Title	Risk Control Officer	Department	Risk Department
Reports to	Head of Risk Management	Location	Head Office

Main Responsibilities

Core responsibilities of Risk Control Officer

As a Risk Control Officer, you will play a critical role in the development and upgrading of operational risks identification and assessment methodologies; being responsible for:

- 1 - Monitoring the proper applications and compliance with Kush Banks' procedures and policies.
- 1 - Investigating, based on predefined sampling criteria and methodology any cases of breaches with Kush Bank's methods.

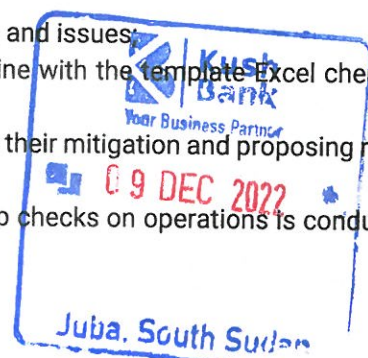
As part of your duties and successes of the work to be done; it is primarily important that you are in close and permanent cooperation with operation departments to deliver a high-quality, objective and time-efficient operational risks analysis.

Core tasks

- 2 a) Ensure that the operational Kush Bank Staff (i.e Marketing, Cashiers, Credit Officers, etc.) comply with the bank standards and code of conduct.
- 2 b) Identify specific risks of individual transactions in the pipeline or in the portfolio under execution, categorise findings based on their materiality and recommend appropriate risk mitigation measures;
- 2 c) Compile and perform suspense account snap checks, cash vault random checks, end of day process and branch security checks.
- 2 d) Review loan file accuracy and consistency and ensure adherence to credit policy.
- 2 e) Responsible for training on the responsibilities of the control environment to operational staff
- 2 f) Communicate data collected and findings classification settled; along with personal recommendations; on a weekly basis to the Head of Risk Management.

Responsible for

- 4 a) Ensuring that the operational staff are aware of any tasks and issues;
- 4 b) Preparing detailed, complete and accurate database, in line with the template Excel checklist files;
- 4 c) Identifying risks of individual transactions and advising on their mitigation and proposing rating recommendations to the Head of Risk Management.
- 4 d) Reaching and ensuring that the minimum required of snap checks on operations is conducted as specified by the Head of Risk Management.



- e) Finalizing the compilation of the branch checklist within one week after the last day of the Branch visit and communicating it on a timely basis to the responsible.
- f) Anticipating, identifying and promptly addressing tasks and issues that arise in his/her area of responsibility that is not specified in the job description.

Limits of Authority

Taking all decisions and actions according to the Bank's Code of Conduct, credit policy, operational procedures, memos and all other regulations brought into force.

Results expected to achieve

- a) Ensure that own work is in compliance with departmental procedures, balances workload to ensure that short and long-term needs are addressed;
- b) Ensure that superiors are fully briefed on activities, and that the Head of Risk Management is kept informed of any gaps/ambiguities where necessary.
- c) Complete additional tasks in a timely manner and with good quality, according to instructions received. Keeps superiors informed about progress and proactively asks for help or advice, where necessary.

Profile / Requirements

Necessary experiences, knowledge & competencies

- Minimum of two years of work experience in Operations/Audit in a Bank or Fintech.
- Excellent knowledge of and compliance with Policy & Procedures in Banking
- Very good ability to think proactively and to be resourceful without overreliance on the supervisor.
- Good organizational and management skills;
- Good communication and presentation skills;
- Professional and friendly personal appearance;
- Honest person with high integrity and independence who will observe professional ethics in executing his/her duties;
- Good knowledge of Microsoft Office;

This position is open to qualified South Sudanese candidates exclusively. If you have the above-required competencies, please send your CV, copies of Academic Documents, and an engaging letter by January 6th, 2022, through info@kushbankss.com or hand-deliver your application to Kush bank KonyoKonyo Office, Opposite Juba City Council.

Due to the urgency of filling this position, applications will be reviewed as they come, and only shortlisted applications will be contacted.

