



Terms of Reference

1. INTRODUCTION:

Post:	Manager, Enterprise Risk
Post Type:	Permanent (Initial contract shall be for a period of 1 (one) year. The contract shall be extended or made permanent based on performance, upon successful completion of one year.)
Department:	Enterprise Risk and Compliance

2. REPORTING RELATIONSHIPS:

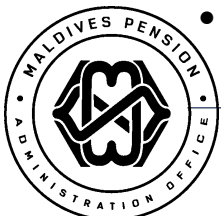
The Manager Enterprise Risk, will report directly to the Chief Internal Auditor (CIA) and is expected to work closely with other heads of departments.

3. OVERALL RESPONSIBILITIES:

The Manager Enterprise Risk collaborates across the organization to provide an enterprise view of risk and risk management practices. The role ensures to identify potential risks and continually assess and evaluate these to ensure they are appropriately mitigated through properly implemented policies, procedures, controls and systems.

4. SPECIFIC DUTIES:

- Develop and maintain an overall enterprise risk management process (framework) for the pension office;
- Coordinate and implement risk management programs within the business units;
- Facilitate the organization's risk identification process;
- Undertake risk assessments in consultation with relevant business units and assists in the formulation of appropriate risk response action plans.
- Develop and maintain a central risk register for the organization;
- Implement appropriate risk reporting to internal stakeholders;
- Review risk management framework, policies and procedures as required;
- Organize and conduct, education and training for staff to build risk awareness within the pension office;
- Performs other job duties as assigned



5. QUALIFICATION & EXPERIENCE:

- A Bachelor's degree or equivalent professional qualification (MNQF level 7) in the field of risk management, accounting, finance, economics or business administration
- A minimum of 4 years of professional work experience in a relevant field after attaining a Bachelor's degree or equivalent professional qualification; with at least 1 year of work experience at managerial level.
- Experience in similar role is desirable

6. COMPETENCIES & SKILLS:

- Familiarity with office application packages such as Google Workspace or Microsoft 365.
- Fluency in written and spoken Dhivehi and English language is essential.
- Ability to manage and prioritize multiple tasks/initiatives.
- Strong analytical, sound professional judgment and problem solving skills.
- Good understanding of risk management practices
- Knowledge and understanding of broader business environment
- Excellent communication, report writing and presentation skills.

