



JOB VACANCY

CRDB Bank PLC is looking for suitable person to fill a vacant position of **Manager, Operational Risk** in the Department of Risk & Compliance at the Head Office, in Dar es Salaam.

Job Purpose:

To support the Senior Manager Operational Risk in managing and providing oversight on the Bank's exposure to Operational Risks and ensure the operational risk management framework is in line with the bank's overall risk management framework/strategy. Develop and implement related risk procedures for identifying, assessing, and monitoring of both internal and external events to ensure the achievement of banks operational risk management goal.

Key responsibilities:

- Develop, maintain, monitor and update an operational risk policy and ensure that the policy consistently reflects the bank's approach to operational risk management.
- Conduct business process reviews to identify key risk exposures in the overall business process and propose control/mitigating strategies.
- Develop, maintain and monthly updating of Operational Risk Register and Risk Heat Map to enable the bank to understand its operational risk exposure and profile.
- Ensure all departments maintain up-to-date risk registers; champion annual review of the risk registers as required by the bank's operational risk policy.
- Coordinating Risk & Control Self-Assessment (RCSA) framework across the various Business Units Departments and Support units.
- Oversee effective implementation of RCA testing exercise across the bank.
- Monitor the progress of risk and control remediation action plans (arising from RCAs, risk events, KRIs etc.), chasing updates on actions and escalating issues to management team whenever necessary.
- Conduct conformance review on the submitted RCA test results to ensure the exercise is done as per the bank's Operational Risk policy requirements.
- Support the business in identification, design and implementation of Key Risk Indicators (KRIs) to assist in the monitoring of controls and risks.
- Assisting in preparation of a quarterly risk reports for the Board Risk and Compliance Committee.
- Assisting preparation of monthly Operational Risk report to the Operational Risk Committee.
- Provide training for enhancing staff awareness of risks related to the bank's operations, through education, training and seminars.
- Ensure prompt, accurate escalation and reporting of risk events by the business as per the bank's operational risk policy and provide post-incident support to analyse root causes and ensure learning points are identified and addressed.
- Oversee effective implementation of the bank's New Product Approval (NPA) policy by facilitating risk assessments with the business for significant change projects and new

products with a view to identifying material risks and ensuring that adequate controls are in place.

- Oversee effective implementation of Operational Risk Projects.
- To Provide Support, advice and guidance to the staff under supervision in achieving their individual, division and bank wide performance goals.
- To carry out ad-hoc or unscheduled assignments as assigned from time to time by the supervisor.

Attributes:

- Ability to analyze situations, strategize, select the best course of action and deliver desired outcomes.
- Ability to work independently and to take a lead when working in a team.
- Excellent interpersonal and communication skills.
- Effective presentation skills.
- Ability to prioritize and meet critical deadlines.
- Good working knowledge of Microsoft Office.

Qualifications and Experience:

- Bachelor's degree in Banking, Economics, Finance, Mathematics, Actuarial Science or a related area and relevant qualification from a recognized university.
- Risk and/or Compliance Certification (Preferably ERM); is an added advantage.
- A minimum of 5 years relevant working experience.
- Working knowledge of the Bank of Tanzania's risk management guidelines and regulatory requirements.
- Sound understanding of international frameworks related to risk and compliance functions such as Basel requirements, ICAAP, etc

Remuneration:

CRDB BANK PLC offers competitive remuneration and benefits. Successful candidate will receive attractive and competitive package commensurate with the demands of the position.

Mode of Application & Closing Date

Interested candidates who meet the above criteria should submit an Application Letter accompanied with copies of academic transcripts, certificates and with a detailed up to date CV with two work related referees addressed to the Director of Human Resources to reach him not later than **14th October 2019**.

Director of Human Resources

CRDB Bank Limited

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DAR ES SALAAM

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