

JOINT CLINICAL RESEARCH CENTRE (JCRC)



The Joint Clinical Research Centre (JCRC) is an indigenous medical organization that was established in 1991 as a limited liability not-for-profit Joint-venture between the Uganda Ministry of Health (MoH), Ministry of Defence and Makerere University Medical School (now Makerere University College of Health Sciences). JCRC is located on plot 101 Lubowa Hill Off Entebbe Road P.O. Box 10005 Kampala.

Joint Clinical Research Centre seeks to recruit a dynamic, motivated and innovative candidate for the following position;

Job Description

Job Title: Risk Officer

Supervisor Title: Head of Audit

Supervises: None

Job Purpose:

The Risk officer will be responsible for establishing, implementing and administering a robust enterprise-wide risk management framework, directing and coordinating organization-wide application of risk management practices at Joint Clinical Research Centre and ensuring that the principles and requirements for managing risks are consistently adopted and applied throughout the organization

Duties and Responsibilities:

Implementation of the risk framework within the Organization;

1. Supporting the organization in developing appropriate risk management strategies/tools and disseminating appropriate risk management practices in line with the current developments, laws and regulations.
2. Overseeing risk management policies and limits to close significant gaps in risk management capabilities.
3. Develop and update key risk indicator dashboard and highlight major operational areas that require immediate attention.
4. Develop and maintain an enterprise-wide risk register, provide guidance and support during the Risk Control Self-Assessment exercise.
5. Providing an independent review of proposed investments, business plans and reporting on key identified risks.
6. Conduct policy gap analysis and ensure closure of the identified gaps.
7. Championing and ensuring improved understanding of risk management across the organization in terms of risk identification, assessment, monitoring and reporting.

8. Supporting management in the achievement of chosen strategic objectives/goals through assessment of appropriateness of actions put in place, adequacy of monitoring and timeliness in taking corrective actions.
9. Follow-up on Management implementation of Audit recommendations and provide status update.
10. Conduct Annual review of the risk appetite framework for JCRC and ensure any changes to the risk tolerance limits are reported and approved.

Business continuity planning and management;

1. Implementation of business continuity management throughout the organization by creating staff awareness of the business continuity management framework.
2. Ensure that incidents are reported and analyzed to identify control weaknesses and areas of improvement if possible and that they are communicated to appropriate departments and follow up.
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4. Review operational processes and procedures for the organization to ensure management oversight required to sustain optimum performance and service delivery.
5. Review of the risks inherent in the procured information system products and packages

Competencies;

To perform the job successfully, an individual should demonstrate the following competencies;

1. Good consulting and management techniques to initiate and manage strategic changes in risk management across the entire organization.
2. Strong knowledge and experience in modern Enterprise Risk Management practices in Financial Services industry to provide visionary guidance on strategic changes.
3. Excellent interpersonal skills to effectively communicate with and manage customer expectations and other stakeholders.
4. Good technical skills to effectively perform/guide performance of Risk Management activities in a manner that consistently meets established standards or benchmarks.
5. Excellent performance Management skill to optimize employee productivity.
6. Good knowledge of Policy and Procedure formulation process as well as ensuring implementation and enforcement of the same across the institution.
7. Knowledge of Risk Control Self-Assessment framework and implementation of the same.
8. Excellent at lead management of Crises and Business Continuity within the Organization.
9. Good knowledge of the different Risk Families affecting the Organization and offer advice on Risk appetite needed for sustainable growth of the business.

Qualifications, Skills and Experience;

1. The applicant must hold a Bachelors-level education/training or equivalent experience in Finance and Business Management or related technical fields.
2. At least five (5) years of experience at senior level working in an NGO setting and/or public health programs highly desirable.
3. Professional qualifications in accounting and auditing ACCA, CPA, CIA, CIMA, and qualification in risk management such as PRM, FRM, CRMP and CRA is desirable.
4. Demonstrated interest in and experience in organizational or individual capacity building and/or training.
5. Demonstrated knowledge of granting procedures, from grant start-up, award management, to close out.
6. Demonstrated competence to assess priorities and manage a variety of activities in a time-sensitive environment and meet deadlines with attention to detail and quality.
7. Demonstrated attention to detail, ability to implement procedures, meet deadlines and work independently and cooperatively with team members.
8. Ability to work independently, take initiative and manage various activities in a team setting with minimal supervision.
9. Strong time management/task prioritization skills.
10. Computer literacy required (especially Excel, MSWord and Windows).
11. Strong communication and interpersonal skills;
12. A proven ability to work as part of a team and to be self-managing;

All applications should be addressed to The Manager Human Resource & Development Joint Clinical Research Centre via Email: jobs@jcrc.org.ug. Applicants are **STRICTLY** advised to apply with a cover letter and CV combined in one PDF document not exceeding six pages **quoting the position you have applied for in the email subject line**. Anyone who doesn't follow the application procedure will automatically be disqualified.

Deadline: Friday 7th July, 2023 at 5:00pm

Note: JCRC is an equal opportunity employer. Any attempts of influencing the recruitment process will lead to automatic disqualification.