Title of the Post : Risk and Compliance Officer
Type of Contract/Level : Service Contract (SC9)
Unit/ Division : Risk Management
Duty Station (City & Country): Kinshasa, RDC
Duration : 12 Months
JOB PURPOSE:
Provide support in the establishment of risk management activities; contribute to the application of controls and compliance with policies and procedures and to the overall effectiveness of operations and optimization of WFP resources.
KEY ACCOUNTABILITIES (not all-inclusive, within delegated authority):
1. Contribute to embedding risk management in planning and decision-making across the office and all aspects of WFP operations through monitoring of key risk appetite metrics and risk indicators, and regular updating of risk registers, including progress towards implementing the risk mitigation actions.
2. Support the collection of feedback and data on risk performance and contribute potential new implementation approaches.
3. Support relevant managers in their regular and ad hoc risk assessments in regional, country and field offices to: identify and evaluate risks; contribute to the development and design of mitigation actions; assess effectiveness of the internal controls; and prepare risk information for management to share with external stakeholders.
4. Support the discussion with functional experts and risk management focal points on: identifying trends and emerging issues; contributing to the preparation of guidance and/or checklists in conformity with WFP policies and rules on periodic risk and/or control assessments;
5. Utilize available risk management tools to link risk, oversight and evaluation information; review and analyze risk management activities, exposures and mitigation actions in draft Country Strategic Plan (CSP)/Interim CSP including budget revisions.
6. Collect information/training needs and contribute to the preparation of training programmes or information sessions for colleagues and partners to enhance understanding of risk management and compliance with WFP policies, rules, regulations and procedures.
7. Using the Three Lines Model, participate in the development of Standard Operating Procedures (SOP) by First Line colleagues for managing the risk and accountability process, including criteria for conducting risk and accountability missions, training materials and modules, etc., to minimize risk to the organization.
8. Contribute to management accountability across functional units, including through the preparation of comprehensive reports summarizing the status of compliance of internal controls, key oversight themes, and using risk information (e.g., risk indicators, incident reporting) to highlight areas out of risk appetite and contribute ideas on required actions in areas of risk and compliance vulnerability.

9. Support the completion of the annual Executive Director's Assurance exercise survey, collect and review inputs.
10. Support managers to prepare and plan for Internal Audit and External Audit, collect essential documents, organize briefing meetings and follow-up on recommendations.
11. Support the promotion and dissemination of the 2021 Revised Anti-Fraud and AntiCorruption (AFAC) Policy and WFP's adherence to Zero Tolerance for Inaction, including assisting managers in their fact-finding reviews and fraud risk assessments by collecting and analysing data on fraud incidents, fraud risk metrics, and fraud risk appetite, supporting training in AFAC standards.
12. Other duties as required including potentially serving as Business Continuity Management (BCM) and Organizational Conflicts of Interest (OCI) focal point (e.g., supporting OCI avoidance plans and procedures).

DESIRED EXPERIENCES FOR ENTRY INTO THE ROLE:

• Knowledge of governance, organizational structures, strategy and major initiatives of international organizations.
• Experience in programme/project management.
• Has conducted monitoring and reporting activities, has knowledge of results hierarchy, performance metrics and measurement.
• Has participated in risk analysis and risk mitigation strategies development and/or implementation.
• Has participated in conversations with other units on impact, timing or planning initiatives, using analytical, evaluative and problem-solving skills as well as resourcefulness, initiative, good judgement, tact and diplomacy.
• Has contributed to risk management activities, including assessing and recommending effective internal controls and mitigation actions, preferably in organizations that use modern enterprise risk management frameworks, techniques and systems.

STANDARD MINIMUM ACADEMIC QUALIFICATIONS:

Education:

Advanced University degree in business/public administration, finance, accounting, international development, audit or other relevant field, or First University degree with additional years of relevant work experience and/or training/courses in audit, performance and risk management or other related fields.

Language:

Fluency (Level C) in both English and French.