



Consolidated Bank of Kenya Ltd is Kenya's SME bank of choice that provides flexible financial solutions that support our customers in achieving success. The Bank is well positioned, with presence in majority of the country's business hubs to continually offer pleasant and convenient services. We seek to recruit high caliber, results oriented and self-driven individuals to fill the position of **Operational Risk Officer**.

## **OPERATIONAL RISK OFFICER**

### **Job Type**

Three (3) year Contract.

### **Job Purpose**

Reporting to the Head of Risk & Compliance, the Operational Risk Officer will be responsible for implementation of the operational risk management frameworks within the standards defined by the Bank.

### **Key Responsibilities**

- Review and provide recommendation on the Operational Risk Management policies, procedures, standards, systems and guidelines
- Contact person for policies, procedures, standards and guidelines
- Providing training to ensure compliance with the set operational risk management framework, methodologies and assist in institutionalization of operational risk monitoring tools i.e. Incident Management, Risk Control Self-Assessment (RCSA), Key Risk Indicators, Snap checks, Exception Tracking reports
- Participate in improving risk management readiness and create an organizational culture that places high priority on effective risk management and adherence to sound operating controls at all levels through communication, training programs and risk based performance measurements
- Facilitate and review the implementation of the Incident Management process
- Responsible for Business Continuity testing and remedial activities bank wide/Act as business continuity co-ordinator for the CMT
- Prepare periodic reports to regularly update operational risk exposures and loss experience to Business Units and senior management
- Follow up to implement approved changes to rationalize procedures and improve internal control standards

- Record all Operational risk incidences and systematically track relevant operational risks by business line across the Bank and build up an operational loss database. Each operational risk must be mapped against the event types as stipulated under Basel II
- Develop plans to proactively address any potential operational risk weaknesses and to fix any operational weaknesses identified by the various operational risk tools
- Prepare reports that may be required by the regulators and auditors (internal and external), covering operational risk.
- Carry out risk assessments on new systems, products and bank processes

### **Qualifications and Competencies**

- Possess a bachelor's degree in any business related field from a recognized university.
- Must possess professional certifications in either CPA, CFE, ACAMS, or any relevant operational risk management certification.
- Must have a minimum of three years' relevant working experience in the banking industry.
- Must demonstrate extensive knowledge of operational risk drivers.

### **Method of Application**

Qualified and interested candidates who meet the above requirements should send their application in HARD COPIES quoting the title of the position applied for on the cover letter and envelope, together with a detailed Curriculum vitae, copies of certificates and the contact information of three referees to:

**The Head of Human Resources  
Consolidated Bank of Kenya Limited  
P.O. Box 51133 - 00200  
NAIROBI**

All applications should be sent through the above address ONLY, and received no later than **5.00 p.m.** on **Thursday, 1<sup>st</sup> August 2024**. Only selected candidates will be contacted.

*Consolidated Bank of Kenya Limited is an equal opportunity employer.*