



Applications are invited from suitably qualified candidates to fill the following positions within the newly established Enterprise Risk Management Branch, Executive Management Unit / CEO's Office, at the National Land Agency.

**MANAGER, ENTERPRISE RISK MANAGEMENT (LEVEL 8)
(NEW POST)**

This position reports to the Chief Executive Officer/Commissioner of Lands

Job Purpose

Under the general direction of the Chief Executive Officer, the Manager of Enterprise Risk Management is responsible for establishing and managing the Agency's Enterprise Risk Management Framework.

Key Responsibility:

Management/Administrative Responsibilities

- Manages the development of the Section's Corporate/Operational Plans, Budget and Individual Work Plans.
- Prepares ad hoc, quarterly and annual reports to the Deputy Financial Secretary – Corporate Planning & Administration and other relevant stakeholders.
- Attends Committee meetings and executes directives as necessary.

Technical/Professional Responsibilities

- Establishes, implements and leads the Agency's enterprise risk management plan, policy and strategy.
- Facilitates the establishment of an effective enterprise-wide risk governance framework, including risk appetite, risk tolerance levels and limits.
- Advises on and challenges risk appetites statement(s); identifies changes in GOJ's risk appetite(s) and ensure that the Agency is aligned.
- Facilitates and coordinates the implementation of risk management processes in the MDA in managing its risk environment in a consistent manner across the functional areas and in keeping with GOJ's policy.
- Coordinates and reports on the risk management strategy to the Financial Secretary and Deputy Financial Secretaries for decision making in order to ensure each is fulfilling their respective risk oversight responsibilities.
- Guides the development and implementation of a risk-based performance management framework to achieve the ultimate mission of the Agency.
- Develops mechanisms to identify, assess and evaluate risk to enable the execution of the enterprise risk management strategy.
- Assesses legal, regulatory and contractual requirements and organizational policies and standards related to the Agency's operations and their potential impact on the business objectives.
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Agency's business objectives.
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership.
- Validates risk appetite and tolerance with senior leadership and key stakeholders to ensure alignment.
- Approves and leads implementation of programmes designed to anticipate and to minimize threats to the Agency.
- Evaluates, monitors and reports on divisional performance to improve the Agency's risk profile.

- Provides strategic advice and guidance on the enterprise risk management.
- Develops and implements mechanisms to support the Executive Management team on embedding a risk management planning and risk awareness culture.
- Identifies and detects potential threats to brand reputation, financial sustainability, operational efficiency, workforce investments and safety to fully develop a shared understanding for the Agency's risk exposure.
- Establishes and implements a Strategic and Operational Risk Register to record, rate, monitor and report risk.
- Champions the proper tone for managing risks and building a robust risk aware culture.
- Oversees and guides risk owners in the discussion and treatment of individual and aggregate risks.
- Oversees the conduct of regular risk assessments and preparation of all documentation related to risk assessment, and reviews of standard operating procedures ensuring that recommended improvements are fully implemented.
- Produces regular risk analysis reports to the Financial Secretary and Senior Executives, complete with actionable plans for avoidance or prevention of possible threats at all levels.
- Drives initiatives that support enhanced efficiency and effectiveness in all risk processes.
- Reviews risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy.
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders.
- Monitors and communicates Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process.
- Monitors the internal and external risk environment; identifies and flag risk trends as well as material individual, aggregate and emerging risks that may substantially impact strategy and objectives.
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively.
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements.
- Regularly review and assess the Risk Management Policy, Strategic and Operational Risk Registers to ensure regulatory compliance and effective risk management is maintained.
- Develops, implements and maintains insurance strategies and financing techniques to appropriately deal with any unanticipated losses.
- Keeps Senior Executives informed of regulatory, legislative and best practices changes and their obligations under these changes, as well as how they impact the Agency.
- Builds awareness within each Division of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and disaster recovery management plans.
- Works closely with key stakeholders to understand the business requirement for projects.
- Designs and delivers training and presentations at workshops, seminars and other meetings, to further an understanding of the basics of risk management.
- Guides the development and implementation of risk responses to ensure that risk factors and events are addressed in a cost-effective manner and in line with business objectives.

Other Responsibilities

- Performs other related duties assigned from time to time by the Chief Executive Officer.

Required Competencies

The post-holder will be able to demonstrate:

Core

- Excellent interpersonal skills
- Excellent leadership skills
- Good coaching, mentoring and mediation skills
- Excellent planning and organising skills
- Excellent problem solving and decision-making skills.
- Ability to build and maintain strong linkages and network with stakeholders.
- Confidentiality is displayed in the conduct of duties.
- Competence in the use of relevant computer software
- Ability to foster good working relationship among all staff members of the Unit
- Ability to effectively function in a team environment
- Ability to work quickly and under pressure to meet deadlines
- High levels of integrity, professionalism, ethics and ability to keep confidentiality

Technical

- Sound understanding of enterprise risk management frameworks and tools.
- Must be able to demonstrate a broad technical knowledge and expertise covering conduct of business matters, corporate governance matters and regulatory risk and regulatory change matters.
- Practical and commercial approach to problem solving.
- Sound understanding of Research Methodology.
- Knowledge of the principles of public sector management.
- Sound knowledge of Government policy formulation, monitoring and evaluation processes.
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations.
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements.
- Ability to monitor and report on programme/project budgets.
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values.
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tools.

Minimum Required Education and Experience

- Master's degree in management studies, Public Administration, Business Administration or a related discipline.
- Specialized training in Risk Management.
- Four (4) years related experience, with at least two (2) years in a senior role.

OR

- Bachelor's degree in management studies, Public Administration, Business Administration or a related discipline.
- Specialized training in Risk Management.
- Six (6) years related experience, with at least three (3) years in a senior role.

Remuneration Package: - Salary Range: **\$6,333,301.00- \$8,517,586.00 p.a.**

ENTERPRISE RISK MANAGEMENT ANALYST (LEVEL 7) (NEW POST)

This position reports to the Manager, Enterprise Risk Management.

Job Purpose

Under the general direction of the Manager, Enterprise Risk Management, the Enterprise Risk Management Analyst is responsible for facilitating the identification, evaluation and analysis of risks inherent to the operations of the Agency and formulating, implementing and evaluating risk management strategies to efficiently and cost effectively manage these risks.

Key Responsibility Areas:

Management/Administrative Responsibilities

- Develops Individual Work Plans based on alignment to the overall plan for the section.
- Participates in meetings, seminars, workshops and conferences as required.
- Prepares reports and programme documents as required.

Technical/Professional Responsibilities

- Collects information and reviews documentation to ensure that risk scenarios are identified and evaluated.
- Identifies, with the respective managers legal, regulatory and contractual requirements and organizational policies and standards related to the Agency's operations to determine their potential impact on the business objectives.
- Identifies, with senior leadership potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of enterprise risk.
- Collaborates closely with business owners and project teams to assist in the development, assessment, and maintenance of the process level internal control environment and risk mitigation techniques.
- Works with Units and process owners to ensure that risk related documentation is clear and accurate including developing processes and procedures to assist them in maintaining documentation.
- Implements the ERM framework and ongoing ERM practices suitable for the requirements of the Agency.
- Updates and maintains a Strategic and Operational Risk Register to ensure that all identified risk factors are accounted for.
- Assembles and analyses risk scenarios to determine the likelihood and impact of significant events to the Agency's business objectives.
- Correlates identified risk scenarios to relevant business processes to assist in identifying risk ownership.
- Facilitates the establishment of risk tolerance with senior leadership and key stakeholders to ensure alignment.
- Assists in the development of a risk awareness programme and conduct training to ensure that stakeholders understand risk and contribute to the risk management process and to promote a risk-aware culture.
- Identifies and evaluates risk response options and provides Executive Management with information to enable risk response decisions.
- Participates in the review of risk responses with the relevant stakeholders for validation of efficiency, effectiveness and economy.
- Applies risk criteria to assist in the development of the risk profile for Executive Management approval.
- Assists in the development of risk response action plans to address risk factors identified in the organizational risk profile.
- Collects and validates data that measure Key Risk Indicators (KRIs) to monitor and communicate their status to relevant stakeholders.

- Monitor and communicate Key Risk Indicators (KRIs) and management activities to assist relevant stakeholders in their decision-making process.
- Facilitates independent risk assessments and risk management process reviews to ensure they are performed efficiently and effectively.
- Identifies and reports on risk, including compliance, to initiate corrective action and meet business and regulatory requirements.
- Influences and when necessary, challenges decisions that give rise to material risks.
- Builds awareness of business continuity and disaster recovery risks, including encouraging the preparation of business continuity and disaster recovery management plans.

Other Responsibilities

- Performs other related duties assigned from time to time by the Manager and Administrator.

Required Competencies

The post-holder will be able to demonstrate:

Core

- Excellent interpersonal skills
- Excellent leadership skills
- Good coaching, mentoring and mediation skills
- Excellent planning and organising skills
- Excellent problem solving and decision-making skills.
- Ability to build and maintain strong linkages and network with stakeholders.
- Confidentiality is displayed in the conduct of duties.
- Competence in the use of relevant computer software
- Ability to foster good working relationship among all staff members of the Unit
- Ability to effectively function in a team environment
- Ability to work quickly and under pressure to meet deadlines
- High levels of integrity, professionalism, ethics and ability to keep confidentiality

Technical

- Sound understanding of enterprise risk management frameworks and tools.
- Must be able to demonstrate a broad technical knowledge and expertise covering conduct of business matters, corporate governance matters and regulatory risk and regulatory change matters.
- Practical and commercial approach to problem solving.
- Sound understanding of Research Methodology.
- Knowledge of the principles of public sector management.
- Sound knowledge of Government policy formulation, monitoring and evaluation processes.
- Ability to exercise sound judgment and conviction of purpose in unfavourable or unpopular situations.
- Excellent capability to track policies/programmes/project benefits realization and lessons learnt activities to feed into on-going improvements.
- Ability to monitor and report on programme/project budgets.
- Demonstrates sound personal and professional integrity, reflecting high ethical and moral values.
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Project or other project tools.

Minimum Required Education and Experience

- Bachelor's degree in management studies, Public Administration, Business Administration or a related discipline.
- Specialized training in Risk Management.
- Three (3) years related experience.
- ISO 9001 certification would be advantageous

Remuneration Package: - Salary Range: \$ 4,266,270.00 - \$ 5,737,650.00 p.a

A letter of Application accompanied by a *Résumé* should be submitted no later than **June 5, 2026** to jobapplications@nla.gov.jm for the attention of:

**The Director, Human Resource Management & Development
National Land Agency
35 Hope Road
Kingston 10**

We appreciate all responses but only short-listed applicants will be contacted.

