

# Watoto

## JOB OPPORTUNITY

**Job Title:** Senior Risk Management and Compliance Officer.  
**Organization:** Watoto Church Ministries.  
**Duty Station:** Watoto Church Downtown, Kampala.

Watoto Church Ministries has experienced exponential growth in the past couple of years composed of multiple Celebration Centers (Campuses) and diverse Community care initiatives that include Child Care, Community and Neighborhood, Education and FM Radio amongst others. In all of this, Watoto remains a local church, committed to celebrating Christ and caring for community.

We are seeking to recruit a **Senior Risk Management and Compliance Officer** to support the Team Leader, Internal Audit and Risk Management in the establishment and operation of the ministry-wide Risk Management Framework and a ministry-wide Compliance Management Framework.

### Key Duties and Responsibilities (but not limited to)

#### 1. Support in the Establishment of a Risk Management Framework

- Work with the Team Leader, Internal and Risk Management (TL, IARM) to design and develop a risk management philosophy, mandate for the risk management process, risk management communication process and Watoto ministries risk appetite statement.
- Support the TL, IARM in the establishment of the Risk Management sub-committee including the selection of the sub-committee members, develop a term of reference and function as Secretary to the committee.
- Participate in the development of a workplan for the risk management activities including the design of a risk management policy, criteria, and training framework and materials.

#### 2. Undertake the routine Risk Management Activities for the Ministry

- Participate in the preparation of the annual risk management plan and risk mitigation plan.
- Design basic training material for Risk Management sensitization and sensitize different departments on the same.
- Design electronic filing and numbering formats for maintenance of risk management information and submit to TL, IARM for approval.

#### 3. Establishment of the Compliance Management Framework

- Gain an understanding of the regulatory and legislative context of Watoto Church Ministries
- Work with the TL, IARM to prepare, review and periodically update a long-term plan for the establishment of the Compliance Management Framework to include compliance management policy, evaluation of the context, compliance risk mitigation process.
- Undertake the preliminary compliance activities and documentation to include, documentation of the core principles, compliance communication process and report formats
- Work with the TL, IARM to design the annual compliance plan format
- Design electronic and hard copy filing and numbering formats for maintenance of the compliance management information and reports

#### 4. Management and Coordination of Team Activities

- Assess the training needs for departmental team members in the areas of Risk Management and Compliance and design internal training programs for the two areas to address the identified gaps.
- Train departmental team members on the record keeping systems for risk management and compliance management.
- Set and agree on performance targets for all Risk and Compliance team members.



#### 5. Support with Administrative and Budgeting Duties.

- Participate in the preparation of the annual risk management, compliance plans and annual departmental Gantt chart reflecting all departmental activities.
- Participate in the development and implementation of the Annual Operating Plan (AOP) and annual department budget.

#### Qualifications, Skills, and Experience:

- **Mandatory requirement: the applicant should be a born again Christian, a member of Watoto Church and a member of a cell group.**
- A minimum of a Bachelor's Degree (honours' class) in Finance, Accounting, or other relevant discipline from a reputable university.
- Must be a professional accountant with certifications like ACCA, CPA, etc
- A post-graduate qualification in risk management is an added advantage
- At least a minimum of three years' working experience in a risk related position in a reputable organization
- Computer literacy and familiarity with the Audit software and accounting packages.
- Good management skills
- Excellent report writing skills

#### How to Apply:

All suitably qualified and interested candidates can apply by visiting our website and following the procedure below;

1. Go to; [www.watotochurch.com](http://www.watotochurch.com)
2. Go to the section, **Employment Opportunities** and access the **Watoto Job Application Portal**
3. If you are a new user, create a user account by clicking; **Create Account** and proceed to create a profile and **Apply**
4. If you already have an account created, proceed to **Sign In** and **Apply**

**DEADLINE; 15<sup>TH</sup> AUGUST 2022.**

**PREVIOUS APPLICANTS NEED NOT TO APPLY AGAIN**

**ONLY SUCCESSFUL APPLICANTS WILL BE SHORT LISTED AND CONTACTED FOR INTERVIEWS**

