

VISION STATEMENT:

To be the leading dual-sector transformative university predicated on inclusiveness, innovation and accessibility for Fiji and the Pacific.

MISSION STATEMENT:

To serve the people of Fiji and the wider Pacific region with leadership that engages with people and communities, respects partnerships, enhances excellence, and provides education and skills that promote sustainability through research with real-world impact and contributes to self-development.

1. POSITION DETAILS

Position : Risk and Compliance Specialist

Incumbent :

Grade : 5

Division : Office of the Vice Chancellor

Department : Department of Audit & Risk

Location : Nasinu Campus

Reports to : Director Secretariat & Governance through Manager Audit & Risk

2. PURPOSE

The Risk and Compliance Specialist will contribute to the Department of Audit and Risk and Compliance by identifying and managing current and potential risks affecting the University and evaluating the controls in place to mitigate those risks to improve the effectiveness of risk and compliance management.

3. ORGANISATION CHART

Position of Your Immediate Supervisor: **Manager Audit & Risk**

In the table below write down the positions reporting to you (if any). For each of those positions, indicate the number of staff reporting to them.

Positions Reporting To You	No Of Staff Reporting To Them
N/A	N/A

4. KEY ACCOUNTABILITIES

• Implementation of Enterprise wide Risk Management Framework, Policy & Procedures likewise the Compliance Framework and relevant university policies
• Provide timely information and input to assist with the day-to-day operations of the department.
• Ensure that the risk and compliance functions are in compliance with the legislative requirements and University's policies and procedures.
• Identify, describe, analyse, and estimate risks affecting the University and update the 'University's Risk Register' for all actions on a timely manner.
• Investigate and coordinate responses to queries/ issues arising on risk and compliance matters.
• Perform administrative duties including filing appropriate risk and compliance reports/ documentations.
• Follow the processes and guidelines set out in the compliance framework benchmarking to.
• Ensure appropriate tools and evaluation mechanisms are in place to provide regular feedback on the existing risk and compliance management practices.
• Work with the Manager Audit & Risk in the establishment of risk enterprise-wide framework, policy and procedure aligned to ISO 3100:2018 and COSO standards and ISO 45001 Occupation Health & Safety and compliance, risk-based monitoring and evaluation activities, including risk assessment, monitoring and testing, analysis of findings, and reporting.
• Facilitate investigation on any breaches, whistle-blower, confidential escalation of misconduct and fraud related matters within the University.
• Facilitate and organise risk and compliance meetings, Awareness trainings to all colleges, campus, divisions, departments and ensure effective coordination, communication and coverage of relevant issues of risk and compliance.
• Perform other related duties as required and prepare/contribute relevant inputs to reports and analysis as requested.
• Support the review of risk and compliance framework, policy, procedures, process across the operation, including identification, analysis and assessment.
• Undertake special projects and investigation as and when required and carry out all other duties and responsibilities as required by the respective supervisors.
• Establish Risk Champions in all Colleges, Division, Department and work in collaboration to cultivate and ensure risk averse culture
• Report – provide monthly and quarterly dashboard and detail risk & compliance report to Manager, Director and investigation report upon completion of any internal investigation
• Innovation – develop an enterprise-wide risk management system likewise the compliance management system for the institution

5. KEY CHALLENGES

- Ability to maintain independence and confidentiality on risk and compliance matters and sensitive issues.
- Ensuring conformity in implementation of policies and processes in an organisation with diversity in people and organisational culture.
- Ensure the cultivation of Risk Averse Culture for all the 17 Campuses of the University

6. QUALIFICATION & EXPERIENCE

Essential

- A Bachelor's degree in Accounting, Auditing and Risk Management or a related field.
- At least 3 - 5 years' relevant work experience in related field.
- Experience in benchmarking Enterprise Risk Management and Compliance Management into ISO Standards
- Experience in Implementation of ISO Standards

Desirable

- Progress towards or possession of a professional certification such Certified Internal Auditor or Certified Risk Management.
- At least 5 - 7 years work experience with tertiary institutions or public sector environment in aspects of auditing and regulatory compliance

7. KNOWLEDGE & SKILLS

- Appropriate and relevant skills and knowledge related to the areas of ISO 31000:2018 Risk Management, COSO Framework, legislations, and compliance, internal audit, corporate governance, regulatory compliance, or similar oversight functions.
- Demonstrated understanding of Risk and Control Frameworks, compliance obligations under the Fiji Legislations and Internal Policies and Procedures
- Ability to deal with confidential and sensitive information with tact and discretion.
- Ability to work to strict deadlines and under pressure, often with diverse briefs.
- Comfortable interacting with all levels of management and employees.
- Diplomatic and persuasive.
- Self-discipline / confidence to work autonomously on projects and as a team.
- Commitment to team and self-development.
- Continually improves knowledge, skills and behaviours making sure to transfer any relevant knowledge/skills gained to others.
- Positive attitude to the application of corporate policies and procedures.
- Willingness to travel for compliance reviews or institutional audit across campuses or divisions.
- Benchmarking Risk and Compliance Management policies to ISO standards or ASNZ Standards

8. WORKING RELATIONSHIP

INTERNAL	Frequency
Director, Manager, Support Staff, Head of Department, Head of School, Dean(s), Vice Chancellor, Staff and students	Daily – Manager Only

EXTERNAL	Frequency
FNU Stakeholders, Commercial and Non- Commercial Industries, Students, School/Department Principals, Statutory bodies, NGOs and External Institutions/Universities	As and when required

9. JOB DESCRIPTION AND VARIATION OF EMPLOYMENT CONDITIONS

It is acknowledged and agreed that from time to time as result of the evolving needs of the employer, the Employee may be required to upgrade his/her qualifications and/or to alter the position or role tasks that are to be carried out. Such alterations shall not be deemed to be a variation of this job description or a breach of its terms providing the substantive nature of the employment remains consistent with the parties' intention at the time of contracting.