

## **HANDY GROUP LIMITED VACANCY BOARD: RISKS COMPLIANCE OFFICER**

**Point of Hire: Port Moresby**

**Position# HG 017**

**Closing Date: 17<sup>th</sup> September 2021 before COB**

-----  
Handy Group Limited is looking for a suitable candidate with minimum (4) year experience and knowledge to fill the Risks Compliance position based in Port Moresby. The ideal candidate should have degree in Business Management or relevant qualification with relevant experience.

The Risks and Compliance Officer report directly to the Risk Compliance Manager.

### **The primary roles are:**

- Identify and evaluate documents and processes within the business unit and to assist with the overall risks management process of the company.
- To monitor and implement Handy Group compliance with key statutory bodies and other regulatory body requirements
- To develop risks management policies and to ensure the systems and procedures are in place and operating effectively
- To assist in the development of various policies and procedures to improve the overall internal control and risks framework with Handy Group of Companies

### **KEY RESPONSIBILITY**

- Undertake risk-based audits of business units in relation to compliance with prudential, statutory, monetary authority and other regulatory body requirements in line with a predetermined audit plan and audit program.
- Complete risk reviews/ risk reports and other assigned tasks in a timely manner.
- Assist in the mapping of business unit procedures in meeting reporting requirements of prudential & compliance regulations and legislation.
- Develop suitable audit programs for all appropriate prudential & compliance requirements.
- Evaluate the adequacy and effectiveness of internal controls over the preparation and compilation of various prudential returns.
- Verify and confirm on a regular basis that all required prudential returns have been lodged with the relevant authorities when due.
- Review and comment where necessary on policy & procedural changes implemented by various areas of the Group that affect either those areas or other business units and/or branch network.

- Follow up within a reasonable time, reports released to management to ascertain if corrective action has been taken and endeavour to have outstanding matters resolved.

#### **ESSENTIAL KNOWLEDGE AND EXPERIENCE:**

- Minimum of 5 years working experience in banking finance and lending industry
- Having good networking skills to create and maintain relationship with external regulatory bodies.
- Sound knowledge on Risks Management Process
- Sound knowledge on Audit process
- Demonstrate strong level of business relationship with clients and key stakeholders
- Have good customer service with internal clients

#### **Application Requirement:**

- Cover Letter
- CV- minimum 4 page
- 3 x recent references
- Highest certificate obtained
- Police clearance (if available) within the last 8 months

**Submit your application with all application requirement to:**

**Gumunah Dogoliv Yapai  
GROUP HR-TEAM LEADER  
Handy Group Limited  
P.O.BOX 1093  
Hagwa Street (Opposite Galaxy Club)  
BOROKO  
N.C.D**

**Or email to:**

[recruitment@handygroup.com.pg](mailto:recruitment@handygroup.com.pg)

#### **Note:**

**Applications close on 17<sup>th</sup> September 2021 before Close of Business.  
Only short listed candidates will be contacted.**

---