

Job Title – Grade:	Supervisor (Customs Risk & Compliance) – P4
Department- Division-Section:	Enterprise Risk Management & Compliance Division
Reports to:	Manager, (Enterprise Risk Management
Supervises:	Senior Officer; Officers; and other staff
Overall Objectives:	To contribute to the provision of systematic Risk Management services to Customs Department of the LRA.
Main Responsibilities:	<ol style="list-style-type: none"> 1. Responsible to assist the supervising the formulation and implementation of the Authority’s Enterprise Risk Management strategy and policies. 2. Responsible for supervising the operations of the Enterprise Risk Management Section. 3. Responsible for the professional and career development of staff supervised.
Main Tasks:	<p>R1: Responsible to assist the supervising the formulation and implementation of the Authority’s Enterprise Risk Management strategy and policies.</p> <ol style="list-style-type: none"> 1. Assist in developing Risk Management strategies that support the realization of the annual Enterprise Risk Management Division operational plan. 2. Supervise the implementation and maintenance of the LRA’s ERM framework. 3. Assist in developing key risk indicators to provide and early warning system of LRA’s significant enterprise risks. 4. Supervise the maintenance of LRA’s risk criteria library. 5. Develop key risk indicators to provide and early warning system of LRA’s significant enterprise risks. <p>R2: Responsible for supervising the operations of the Enterprise Risk Management section.</p> <ol style="list-style-type: none"> 1. Facilitate the ERMCD process and provision of risk management delivery. 2. Supervise and maintain risk governance arrangements, including governance documentation and risk tolerance and appetite approach within the section. 3. Analyse risk on payrolls and make correction.

4. Assist in supervising the development, implementation and management of the requirements management (RM) process and information management system to support corporate operational readiness programs and corporate activities within LRA.
5. Regularly update the Customs risk registry; continuously conduct compliance and system review of the ASYCUDA selectivity control.

R3: Responsible for the professional and career development of staff supervised.

1. Develop performance plans with set targets, provide regular feedback and conduct annual performance appraisals on staff supervised.
2. Develop and implement career development plan for staff supervised.
3. Ensure adherence to LRA Act, Human Resource policies and procedures, Professional Ethics and Code of Conduct and all other related documents.
4. Manage staff performance and conduct in the work place and serve as mentor and or coach.
5. Perform other duties as may be required.

Competencies:	Title of Competency	Proficiency Level		
		Required	Acquired	Variance
	Customs Legislations & Procedures	2		
	Tax Legislation & Procedures	2		
	LRA Core Function Knowledge	4		
	Risk Management	3		
	Policy Development and Implementation	3		
	PPCA Regulations & Procedures	2		
	Work Planning	3		
	Analytical Thinking	3		
	Resource (Time & People) Management	4		

	Driving Results	3		
	Strategic Mindedness	2		
	Project Management	4		
	Communication (Oral & Written)	4		
	Technical Writing	3		
	Report Writing	3		
	IT Fundamentals	3		
Qualifications:	Bachelor's degree in Business Administration, Accounting, Taxation, Customs, Risk Management or related field.			
Work Environment/ Conditions:	Office work, Intellectual Effort; Periodic Travels; possibility of working beyond normal work hours, and may be called upon to perform other duties as required.			
Approval Date:	April 1, 2017			