



Skills For Success

Associate Risk Assurance	Grade: 3
Job Reports to: Head of Audit Risk & Compliance	Location: Lahore
Cadre: Associate	Direct Reports: N/A
Travel: As required	Indirect Reporting: N/A

**Last date to apply: 31<sup>st</sup> October 2019**

## Getting to know PSDF



**i Our purpose**-You will be part of the largest skills development fund in Pakistan. PSDF's purpose is to shape the future and well-being of our poor and vulnerable youth by giving them access to skills training of the highest standard so they can find sustainable employment and income-generating opportunities in Pakistan and beyond.

**The impact we have created**-PSDF started its operations in the 4 poorest districts of Punjab. Since 2016, the geographical remit has expanded to the entire 36 districts of Punjab. PSDF has trained almost 300,000 underprivileged youth across Punjab, which includes 180,000+ male and 110,000+ female graduates. These graduates have been trained in approximately 250 demand-driven and market relevant trades across 10 sectors.

**Diversified and challenging team**-At PSDF, our team constantly works in a fast paced and challenging environment and needs someone who can match and deliver at our pace. We are looking for a passionate and innately talented individual who can actively pursue and drive the agenda of PSDF and is always ready to take up new challenges.

## How the Role looks like



**i** You will report to Head of Audit Risk & Compliance and will work closely with all functions in the organization.

**The main opportunities and challenges for this role are to**

- Assist in updating the enterprise-wide risk management (ERM) as well as benchmarking company's practices to industry best practices;
- Ensure organizational compliance with Risk Management Framework and Company's Policies.
- Assist in planning, scheduling and coordinating the risk – based activities;



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- Reporting risks in an appropriate way for different stakeholders, for example, Head of ARC, Management, Board Audit Committee to ensure they are aware of risks relevant to the departments and the organization;
- Provide support, education and training to staff to build risk awareness within the organization and to understand their accountability for individual risks
- Maintaining current ERM knowledge in order to contribute to the development and continuous improvement of risk management methodologies, processes and services;
- Other duties and projects as assigned.

## What do we expect you to achieve?



### **i** The main accountabilities for this role include

- Ensure implementation of the mitigation strategies.
- Update ERM risk registers
- Prepare quarterly report of due risks for circulation to cross-functional teams
- Understand changes in business process
- Identify new risks in coordination with cross-functional teams

## Are you the right fit for this job?



### **i** To apply, you must have

- CA / ACMA / ACCA qualified, Bachelors (16 years), MBA or Master's in Finance or Accounting from an HEC-recognised university.
- 2 years or above of relevant experience with bachelor's degree OR 1 year or above of relevant experience with master's degree.

### **The required experience for this role requires you to have**

- Thorough knowledge of Risk Management Frameworks
- Sound knowledge of risk assessment and management

### **To collaborate and perform effectively, the role requires you to**

- Excellent grasp on audit & risk assessments techniques.
- Excellent communication & presentation skills
- Computer skills (excel, word, access etc.)
- Excellent analytical skills
- Proactive & self-driven
- Tact, discretion and self-assurance

### **Preferred mindset and capabilities we are looking for:**

- Results driven and persistent to get the desired results and takes ownership of actions.



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- Innovative and has an aptitude to welcome and try new ways of doing things and push for their execution.
- Willing to strive for excellence and can anticipate challenges for continuous improvement.
- A team player with an aptitude to work with the mantra of one team by proactively supporting others to solve challenges.
- Demonstrates respect for all and can put things in perspective and gauge all actions through merit and performance.

## What are we offering?



**i** PSDF has a lot more to offer than a market competitive salary and perks. As a PSDF employee you will get:

- Professional development with the largest skills development fund in Pakistan.
- Opportunities to cultivate professional relationships and learn from the most talented people in the industry.
- A transparent, clean and liberating organizational culture.
- Meaningful and fulfilling work.

## Interested?



**i** Click on the link below to APPLY for this role.

<https://forms.gle/fcpS1ALdexNCD6PYA>