

ICMPD Job Profile

Risk Management and Internal Controls Officer¹

Functional Overview

Within the Management Directorate, the Risk Management and Internal Controls Officer drives measurable outcomes by establishing and overseeing a robust risk management and internal controls framework, promoting a culture of risk awareness and accountability to enhance operational integrity. This ensures organisational operations consistently meet regulatory requirements and internal policies while optimising resource utilisation. As a key advisor to the Director of Management, they provide actionable insights and strategic guidance on risk and control activities. They also support programme and project managers across the organisation through the provision of guidance and training, enabling them to implement effective risk management practices and strengthen internal controls to achieve organisational objectives.

Key Results

Risk Management Assessment and Mitigation: In collaboration with the direct supervisor and oversight entities, a comprehensive risk management and compliance strategy is developed, implemented, and maintained to deliver tangible support for the organisation's objectives. Regular risk assessments identify, analyse, register, and prioritise risks, providing ICMPD leadership and oversight bodies with actionable insights for informed decision-making. Managers are actively supported with targeted advice on implementing risk mitigation strategies and monitoring their effectiveness. This ensures consistent application across diverse contexts, promotes standardisation of practices, and strengthens compliance with regulatory frameworks, ultimately enhancing organisational resilience and operational efficiency.

Internal Controls Management and Compliance Oversight: Robust internal control frameworks and systems are designed, implemented, tested and monitored to safeguard organisational assets and drive operational efficiency. Regular reviews of internal controls identify gaps and lead to actionable improvements, ensuring continuous enhancement of processes. Compliance oversight programs are established to enforce adherence to applicable regulatory frameworks, with ongoing monitoring of regulatory changes. Policies and procedures are updated proactively to align with best practices, ensuring the organisation remains compliant, efficient, and well-positioned to achieve its objectives.

Stakeholder Management: Key internal and external stakeholders are comprehensively identified and mapped and engaged with, fostering strategic and technical partnerships and ensuring optimal coordination and awareness. Within the scope of work, effective partnership building with relevant organisation entities and regulatory bodies is undertaken, to ensure frameworks are aligned and optimised and to maintain the integrity of organisational standards. Regular reports on risk management and compliance status are compiled and disseminated to organisational leadership, fostering an environment of transparency and collaboration.

¹ This profile is classified at IP3.

Effectiveness of these efforts is closely monitored, ensuring measurable outcomes in terms of stakeholder engagement and internal compliance.

Training and Awareness: By conducting a needs-based analysis of organisational training needs relevant to the scope of work, and working collaboratively with existing organisation training providers, areas of knowledge and skill development are effectively identified ensuring subsequent training programmes can be accordingly tailored. Curricula and related materials, including online courses, manuals and resources, are developed, with systematic training programmes planned and executed to enhance staff aware of risk management and compliance obligations. Programme efficacy is closely monitored to ensure not just awareness but development of required technical skills and knowledge, fostering a culture of risk awareness and ethical behaviour throughout the organisation.

Required Expertise

- Capability to analyse complex situations, identify the critical aspects, and propose timely solutions based on sound judgement.
- Capability to identify risks, and to propose and implement contingencies and mitigation measures in the assigned scope of work.
- Ability to build networks and partnerships with stakeholders and partners and prepare clear and concise reports and presentation for management.
- Ability to design and deliver training programs to enhance staff awareness of risk management and control issues.
- Familiarity with monitoring, evaluation, and learning tools for tracking progress toward results and documenting achievements.
- Leadership qualities in a diverse and international environment.

Qualifications, Experience and Language Skills

- Master's Degree related to the area of work Audit, Accounting, Finance, Business Administration, Law, Public Administration, or related field.
- Minimum of 5 years of experience in risk management, compliance, or internal controls within national public sector, international, non-governmental, or charitable organisations.
- Proven track record of developing and implementing organisational risk and compliance frameworks.
- Knowledge of international risk management standards and frameworks, knowledge of best practices in risk management and internal controls.
- Knowledge of internal control frameworks and audit methodologies to evaluate the effectiveness of internal controls.
- Relevant professional certification (e.g. CIA, CISA, CPA) is desirable.
- Strong communication and negotiation skills.
- Strong analytical, conceptual, drafting, and organisation skills.
- Strong coordination and management skills.
- Proficiency in (verbal/written) English, proficiency in the language of the duty station is an asset.
- Proficiency in the use of standard IT tools and risk management and compliance software.