MINISTRY OF ECONOMIC GROWTH AND INFRASTRUCTURE DEVELOPMENT

JOB OPPORTUNITY

Applications are being invited from suitably qualified persons to fill the vacant post of **Director, Enterprise Risk Management (GMG/SEG 4)** in the **Strategic Planning, Performance Monitoring, Evaluation and Risk Management Branch,** salary range $6,333,301 - $8,517,586 per annum.

Job Purpose

Under the general direction of the Senior Director, the incumbent is responsible for establishing, implementing and managing the Ministry's Enterprise Risk Management (ERM) Framework. The incumbent leads the identification, assessment, and mitigation of risks to support the achievement of the Ministry's strategic and operational objectives and ensures compliance with applicable ERM legislation, policies, procedures and standards. The incumbent also maintains an operational reporting relationship with the ERM Committee and provides relevant reports and status updates.

Key Responsibilities:

Management/Administrative

- Contributes to the development of the Branch's Strategic Business Plan, Operational Plan, Procurement Plan, Cashflow, and Budget.
- Provides secretariat support to the Enterprise Risk Management Committee.
- Prepares and submits operational risk reports to the Enterprise Risk Management Committee.
- Participates in meetings, seminars, and conferences, as required.
- Establishes and participates in sub-committees as required to support the execution of assigned functions.
- Develops individual work plan in alignment with the Branch's operational plan and objectives.
- Conducts staff performance appraisals.

Technical

- Establishes and maintains the Ministry's Enterprise Risk Management Strategy and Framework.
- Implements and monitors the Ministry's Enterprise Risk Management Plan.
- Leads the development, implementation and periodic review of the Ministry's enterprise risk management strategy, standards, and processes.
- Guides the development and implementation of a risk-based performance management framework.
- Establishes mechanisms for the periodic review of the Ministry's risk appetite, risk tolerance levels and limits, to ensure alignment with any changes in the Ministry's strategic priorities and internal and/or external risk environment.
- Oversees the identification, assessment, evaluation, and prioritisation of enterprise risks that may impact achievement of the Ministry's objectives.
- Establishes and implements Strategic and Operational Risk Registers and ensures that the registers are current, risks are continuously monitored and reported on.
- Monitors the Ministry's risk exposure against approved risk appetite, tolerance levels

and limits, and escalates material or emerging risks that exceed established thresholds to the Enterprise Risk Management Committee, and Executive Management.

- Establishes and monitors Key Risk Indicators (KRIs) to facilitate early identification of emerging risks and support decision making.
- Conducts risk analysis to identify emerging threats, vulnerabilities, and opportunities that may impact the Ministry's strategic objectives and its operations.
- Assesses the potential risk implications of legal, regulatory, contractual, policy, and operational changes and provides advice to Executive Management on their impact on the Ministry's objectives.
- Guides risk owners on the development of appropriate risk responses and risk treatments.
- Monitors the implementation of agreed risk mitigation actions and escalates unresolved exposures to Executive Management for intervention.
- Contributes to the development of the Ministry's business continuity and disaster recovery arrangements.
- Ensures that the Ministry's enterprise risk management arrangements are compliant with the GoJ's Enterprise Risk Management Policy, relevant guidelines and applicable governance requirements.
- Provides risk management input into strategic planning, policy development, programme implementation, resource allocation and other significant management decisions to support informed risk-based decision-making.
- Provides strategic advice and guidance to stakeholders on the Ministry's risk profile, emerging risks and risk management priorities.
- Champions an enterprise-wide risk-aware culture by designing risk awareness programmes, training sessions, and workshops and integrating risk management into decision-making and strategic planning.

Human Resource

- Monitors and evaluates the performance of direct reports, prepares performance appraisals, and initiates corrective actions when necessary.
- Participates in the recruitment of staff and recommends transfers, promotions, terminations, and leave in accordance with established human resource policies and procedures.
- Provides leadership and guidance to officers through effective planning, delegation, communication, training, mentoring, and coaching.
- Facilitates the welfare and development of Staff in the Branch.
- Establishes and maintains a system fostering a culture of teamwork, employee empowerment, and commitment.
- Contributes to the development and implementation of a succession planning framework in collaboration with the HRM&D Branch.

Authority:

- Determines capacity-building opportunities in risk management for the Ministry
- Ensures that the Ministry's Enterprise Risk Management Framework aligns with the GOJ's Enterprise Risk Management Policy
- Recommends risk strategy to the Permanent Secretary to inform decision making

Required Knowledge, Skills and Competencies

Core

- Excellent interpersonal and team management skills
- Excellent communication and negotiation skills
- Sound judgement
- Excellent planning and organizing skills
- Integrity
- Confidentiality
- Excellent judgment and decision-making skills
- Strong analytical and problem-solving skills
- Strong customer relations skills

Technical

- Sound understanding of enterprise risk management frameworks and tools
- Must be able to demonstrate a broad technical knowledge and expertise covering the conduct of business matters, corporate governance matters and regulatory risk and regulatory change matters
- Practical and commercial approach to problem-solving
- Sound understanding of Research Methodology
- Knowledge of the principles of public sector management
- Sound knowledge of Government policy formulation, monitoring and evaluation processes
- Excellent capability to track policies/programmes/project benefits realization and lessons learned activities to feed into ongoing improvements
- Ability to monitor and report on programme/project budgets
- Good negotiating and analytical skills
- Advanced IT skills in relation to Word, PowerPoint, Excel and MS Projects or other project tools.

Minimum Required Qualification and Experience

- Master's Degree in Risk Management, Management Studies, Public Administration, Business Administration, or a related discipline;
- If Masters is not in Risk Management, a Certification in Risk Management is required.
- Three (3) years of related experience, with at least two (2) years in a Risk Management role.

OR

- Bachelor's Degree in Management Studies, Public Administration, Business Administration or a related discipline;
- Certification in Risk Management;
- Five (5) years of related experience, with at least three (3) years in a Risk Management role.

Applications accompanied by résumés should be submitted **no later than October 7, 2026, to:**

Senior Director, Human Resource Management and Development
Ministry of Economic Growth and Infrastructure Development
7th Floor, The Towers
25 Dominica Drive
Kingston 5

Email: **human.resources@megid.gov.jm**

Subject: Director, Enterprise Risk Management (GMG/SEG 4)

Please note that only shortlisted applicants will be contacted.