

JOB DESCRIPTION

Job title:	Risk Specialist	Location:	United Kingdom
Department:	Management	Length of contract:	2 Years
Role type:	National	Grade:	10
Travel involved:	Up to 30%	Child safeguarding level:	4
Reporting to:	Risk Manager	Direct reports:	None

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable populations. Our mission is to save lives and improve health in Africa and Asia through evidence-based programmes that combat targeted diseases and promote Universal Health Coverage. We work alongside communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Project background

The UK office represents the head office within the global structure of Malaria Consortium, which manages some global and multi-country programmes. However, the majority of programmes are managed by country or regional offices, with support from functions based in the UK office.

Job purpose

Malaria Consortium is scaling-up investment in its Risk Management Function as part of a long-term plan to mature risk management capability. The Risk Specialist, is a new position which will play a pivotal role in strengthening risk management across UK, regional, and country offices. Importantly, this role will ensure risk management processes and practices are integrated into the overall Enterprise Risk Management (ERM) framework. The successful candidate will support Malaria Consortium's mission by embedding a proactive risk culture, ensuring compliance, and contributing to the overall effectiveness and resilience of our programme delivery.

Scope of work

The Risk Specialist, Programmes, will play a critical role in developing processes and practices to strengthen Malaria Consortium's ability in identifying, assessing, and mitigating risks. This role involves working closely with programme teams, Business Development and other internal functions,

as well as external stakeholders to support the development and implementation of risk management frameworks and mitigation strategies that are both robust and adaptable to dynamic settings.

The role will be responsible for developing and overseeing risk management processes across all phases of the programme lifecycle, including: due diligence, partnership assessment, donor and contractual compliance, and risk assessment during the programme design phase; risk management framework development during the programme commencement phase, and; continual monitoring and review of risk and compliance during programme implementation phase.

Importantly, the Risk Specialist will ensure that the risk management framework is applied consistently across the organisation, whilst remaining dynamic to the operating context. Supporting Regional Risk and Programme Managers to deliver in-country workshops and capability development sessions is required. A key responsibility is to ensure risk management is integrated into the ERM framework, to ensure Malaria Consortium maintains good visibility of its risk landscape and organisational risk profile.

The role will also support the Risk Manager in reporting on the status of the organisations' risk profile, as well as progress made in implementing the ERM framework, to the Chief Executive, the Board of Trustees, and Committees.

Key working relationships

- Reports to the Risk Manager, who reports to the Chief Executive.
- Works closely with the Business Development Function.
- Engages with internal country programme management teams in all country locations, regional Risk and Programmes Managers, and Global Directors of multi-country programmes.
- Engages with external partner organisations and programme implementors.
- Liaises with the Assurance Function as needed.

Key accountabilities

1. Programme risk management (50%)

- Develop, implement, and maintain a programmatic risk management framework to continually identify, analyse, and mitigate risks throughout the program lifecycle.
- Monitor the effectiveness of the programmatic risk management framework and ensure its consistent application across the organisation.
- Support risk focal points in the design of tailored risk mitigation strategies, according to Malaria Consortium's risk appetite.
- Host capability development sessions and risk workshops, with Regional Risk and Programmes Managers, to foster a positive risk-aware culture.
- Maintain the Risk Management Information System (RMIS), hosted on Salesforce, to ensure data accuracy and quality, automation of workflows, and monitoring and reporting.

2. Due diligence and partnership assessments (30%)

- Continually review and strengthen due diligence processes across the organisation, ensuring integration with country, regional, and global offices.
- Support, and at times coordinate, due diligence assessments.
- Support contractual reviews of donor and partner agreements, ensuring compliance with regulatory and organisational requirements.
- Support the Business Development team in conducting risk assessments to inform 'Go/No-Go' decisions.
- Collaborate with programme teams to integrate risk mitigation strategies into programme design, budgets, and internal preparations ahead of award.

- Identify and address organisational risks related to donor compliance, working cross-functionally to close gaps in areas such as insurance coverage, policies, and internal controls.

3. Enterprise risk management (20%)

- Ensure the program risk management framework remains integrated into the overall ERM framework, by defining clear processes and responsibilities.
- Continuously monitor global health trends, political contexts, and security situations in programme locations to preemptively address emerging risks.
- Support the Risk Manager to update and maintain the risk management policy, risk appetite and other tools in the risk management framework.
- Input on organisational policies and business continuity plans.

Person specification

Qualifications and experience:

Essential

- Bachelor's degree in a relevant field such as international development, public health, business administration, etc.
- At least 3-5 years' experience working in risk management, preferably in an international development setting.
- Demonstrable track record of achievement in a risk management role.

Desirable

- A master's degree in a relevant field such as international development, public health, business administration, etc. is highly desirable.
- A professional risk management qualification (e.g., IRM, ARM) is highly desirable.
- Experience using an RMIS (particularly Salesforce) is highly desirable.
- Experience in programme management is highly desirable.
- Experience delivering training and capability development is an asset.

Work-based skills:

Essential

- Exceptional understanding of Enterprise Risk Management (ERM) approaches and risk management standards (such as COSO or ISO standards).
- Ability to develop risk management processes and frameworks to the highest standard, and ensure integration into the overall ERM approach.
- Strong communication and interpersonal skills, with ability to present information in clear, concise, and compelling ways to a variety of audiences inside and outside the organisation.
- Ability to delegate efficiently and technically support multidisciplinary teams, with no direct line management responsibility over them.
- Excellent analytical and problem-solving skills.
- Excellent personal and time management skills.
- Ability to work independently with limited support, managing changing and competing priorities, and communicate workplan and priorities.
- Must be able to read and write in English with professional proficiency.
- Willingness to travel and work in low-income settings
- Must have right to work in the country this position is hosted in.
- Commitment to Malaria Consortium's mission, values, and a strong ethical grounding.

Desirable

- Ability to deliver training and capability development through a range of approaches, both remotely and in-person, is highly desirable.
- Knowledge of regulatory requirement and compliance relevant to health programmes is an asset.
- Fluency in French or Portuguese language is an asset.

Core competencies:
Delivering results
LEVEL C – Supports others to achieve results <ul style="list-style-type: none"> ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets ✓ Supports others to plan and deliver results ✓ Supports others to manage and cope with setbacks
Analysis and use of information
LEVEL C - Works confidently with complex data to support work <ul style="list-style-type: none"> ✓ Interprets complex written information ✓ Works confidently with data before making decisions: for example, interpreting trends, issues and risks ✓ Acquainted with the validity, relevance and limitations of different sources of evidence
Interpersonal and communications
LEVEL D – Communicates complex technical and/ or sensitive/ high risk information effectively <ul style="list-style-type: none"> ✓ Communicates complex operational, technical and strategic issues clearly and credibly with widely varied audiences ✓ Uses varied communication to promote dialogue and shared understanding and consensus across a variety of audiences ✓ Influences internal and external audiences on specific issues ✓ Scans the internal and external environment for key information and messages to support communications strategies
Collaboration and partnering
LEVEL D - Develops external networks to increase internal thinking/learning <ul style="list-style-type: none"> ✓ Actively develops partnerships with relevant organisations, think tanks and individuals ✓ Takes initiative to establish a network or partnership where one does not exist ✓ Ensures any external learning is effectively brought in-house
Leading and motivating people
LEVEL C – Effectively leads and motivates others or direct reports. <ul style="list-style-type: none"> ✓ Gives regular, timely and appropriate feedback ✓ Acknowledges good performance and deals with issues concerning poor performance ✓ Carries out staff assessment and development activities conscientiously and effectively ✓ Develops the skills and competences of others through the development and application of skills ✓ Coaches and supports team members when they have difficulties
Flexibility/ adaptability
LEVEL C – Supports others to cope with pressure <ul style="list-style-type: none"> ✓ Responds positively to change, embracing and using new practices or values to accomplish goals and solve problems and supports others to do the same ✓ Adapts team approach, goals, and methods to achieve solutions and results in dynamic situations ✓ Sets realistic deadlines and goals for self or team
Living the values
LEVEL C – Supports others to live Malaria Consortium’s values <ul style="list-style-type: none"> ✓ Demonstrates personal integrity by using position responsibly and fairly ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences
Strategic planning and thinking and sector awareness
LEVEL C – Keeps up to date with the internal and external environment <ul style="list-style-type: none"> ✓ Considers economic, political and other business factors when drawing up medium and long-term plans, covering both public and private sectors ✓ Looks beyond the immediate operations to prospects for new business ✓ Engages with appropriate internal and external sources to establish major influences on future plans