

**MINISTRY OF FINANCE, PLANNING AND ECONOMIC DEVELOPMENT
FUNDS COORDINATION UNIT (FCU) OF THE GLOBAL FUND GRANTS**

**TERMS OF REFERENCE AND SCOPE OF SERVICES FOR
SENIOR RISK MANAGEMENT OFFICER**

BACKGROUND

The Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM) is an international partnership that provides grants to lower income countries with high disease burden such as Uganda. Specifically, it focuses on prevention and control of the three diseases HIV/AIDS, Malaria and Tuberculosis. The Funds Coordination Unit (FCU) was set up under the Ministry of Finance, Planning and Economic Development (MoFPED) as the Principal Recipient (PR) to provide oversight over implementation of the Grants. Implementation of the programs is a responsibility of the Ministry of Health (MoH).

The overall objective of the FCU is to support MoFPED to ensure effective and efficient operation of the interventions supported by the Global Fund resources and it is intended to strengthen the decision by the Government of Uganda (GoU) to use its national mechanisms, as articulated in the 2006 Long Term Institutional Arrangements (LTIA) strategy. The FCU functions are vested in Public Financial Management (PFM) Reforms Coordination Unit (RCU).

Government wishes to engage services of a Senior Risk Management Officer under the FCU.

A. OBJECTIVE

Under the leadership of the Finance Specialist, the Senior Risk Management Officer will provide focused capacity, problem solving, forward thought insights and responses to improve the risk management performance. He/she will analyze efficiency and effectiveness and prioritize improvement opportunities, build responses and detail achievable action plans for their implementation.

B. SCOPE OF WORK

He/she will work very closely with key stakeholders to assess the PR operational risks, review the effectiveness of the control mechanisms, develop action plans to manage and mitigate risk, ultimately providing assurance. He/she is mandated with the overall management and oversight of risk management function.

He/she is also responsible for executing risk management assignments in accordance with the annual risk plan, and relevant policies, procedures and quality standards. He/she is also required to assess and evaluate finance and procurement operations, and provide timely reports on risks and responses.

C. ROLES AND RESPONSIBILITIES

Provide project management support, including:

1. Monitor performance through programme risk management and quality control standards.
2. Coordinate risk management activities, develop and implement risk mitigation plans.
3. Organize consultations with relevant stakeholders and coach them on how to effectively respond to various risks.
4. Prepare materials for presentation to Top Management, including the Country Coordinating Mechanism (CCM), the PR steering committee and any other Senior Management.
5. Ensure follow-up of management letter recommendations, and effective grant implementation protocols.
6. Provide support to comply with grant agreements, country rules, laws, policies, procedures, and regulations.

Data analysis, Evaluation, Monitoring, Reporting and Revision of Risk Management Tools:

1. Develop and maintain a risk management framework.
2. Monitor business continuity plans on a regular basis and optimize reporting across board.
3. Provide assurance on core business processes in risk management and governance.
4. Facilitate identification and evaluation of risks.
5. Monitor risk mitigation plans and emerging risks, and consolidate reports on risks.
6. Undertake periodic review of risk management processes for purposes of continuous improvement.
7. Advocate for the establishment of risk management culture.
8. Offer quality assurance and control self-assessment.
9. Focus on strategic organizational risks.
10. Provide support in revision of risk management tools to adjust for the new normal post COVID.
11. Support adaptation of grant agreements and re-assessment of risks, risk levels, root causes, outcome indicators.
12. Perform any other duties as assigned by management from time to time.

D. EDUCATION

1. Advanced university degree in business or public administration, policy and planning, management, risk management, financial management, finance, economics or a related discipline.
2. Training in business process improvement or organizational change.
3. Professional training and certifications in risk management, project management, accounting, finance and audit.

E. EXPERIENCE

1. At least 10 years' work experience including five (5) years of strategic leadership in transformations, organizational effectiveness, strategy, reforms, and/or performance improvement.
2. Significant relevant work experience in performance measurement and management, risk management, finance, audit, and project management.
3. Experience in developing operational risk management tools and frameworks and integrating these in business processes and policies.
4. Experience in project management and demonstrated change management expertise with the ability to deliver impactful changes with minimal disruption to an organization.
5. Strong business focus and result orientation, with an excellent understanding of project dynamics for effective and impactful use of resources.
6. Demonstrated experience managing and delivering on time with tight deadlines and across disciplines.
7. Demonstrated ability for successful stakeholder management at operational and management levels within an organization.
8. Demonstrated ability to structure, plan and monitor, and adjust when necessary to accomplish objectives.
9. Working knowledge and understanding of project management principles and application in multi-cultural settings including International Public or Private Organization.
10. History of holding positions of incremental responsibility over time.
11. Experience in risk-based auditing or risk/control activities.

12. Practical understanding of the applicable regulatory environment.
13. Experience living and/or working in a country supported by the Global Fund.

F. REQUIRED COMPETENCES

1. Good track-record in strategic thinking and creative problem-solving.
2. Proficiency in computerized accounting packages.
3. Proven analytical skills turning data into meaningful business insights and actionable recommendations.
4. High degree of personal initiative and the ability to develop it in others.
5. Demonstrated interpersonal and leadership skills, tact and diplomacy.
6. Strong critical thinking, analytical and communication skills.

G. CONTRACT ARRANGEMENTS

The assignment is intended for a period of one (1) year, but may be renewed based on need and satisfactory performance.