

## Job Description

**Job Title:** Operation Risk Analyst (Associate)

**Date:** ASAP

**Reporting to:** Team Lead

**Location:** Hybrid

## Overview

Prioclen LTD is a fast-growing Nigerian based management consulting firm with its head-quarters in Abuja Nigeria. We have a forte in providing strategic consultancy and advisory services to organizations- private, governmental and individual firms, by creating and integrating information technology solutions to enhance their service delivery and ensure sustainable growth and development in niche-based brands to these individuals/ organizations.

## Purpose

We are looking for an operations analyst to evaluate our company's operations and make recommendations to improve operational efficiency. The operations analyst will be responsible for developing and implementing changes and new procedures based on the thorough review and analysis of our current policies, resources, operations, processes, and procedures.

To be successful as an operations analyst you should be able to analyze complex data sets, identify shortcomings or opportunities, and work with entry-level management and employees to implement changes. An outstanding operations analyst should be able to advise staff on all levels and develop new processes and workflows to enhance operations.

## Responsibilities

- Ensure compliance with all regulations, policies, and procedures
- Support business operations by sharing "best practices" and current risk issues
- Engage in root cause analysis and work with the appropriate groups to recommend controls and solutions when researching risk events, operational processes, and new regulatory initiatives
- Monitor and report vendor management trends and issues to Enterprise Risk Management Department management
- Act as primary liaison with assigned Program Administrator
- Attend product development meetings and recommend risk mitigation solutions

- Monitor/report implementation progress and results to department management
- Develop and implement training program for operations policies and procedures
- Process queue items in a timely manner as measured against communicated departmental targets
- Transaction Monitoring in a timely manner as measured against communicated departmental targets
- Monitor performance across Risk Operations' portfolio of initiatives and provide early views to gaps and opportunities versus goals
- Report on progress against the Risk Operations Roadmap
- Manage the Risk Operations technology development budget and work with partners to ensure project spend is on track
- Draft clear communications regarding Risk Operations' strategic objectives and key priorities for distribution to Risk Operations employees
- Assist Manager Enterprise Risk in preparing operational risk reports for Executive Committee and Enterprise Risk Management Committee
- Identifying operational requirements and opportunities for improvement.
- Gathering information by observing workflows, reading company reports, conducting employee interviews, etc.
- Determining appropriate methods to analyze operations, relevant information, and data.
- Documenting findings, preparing reports, and making recommendations.
- Developing new processes and procedures to enhance operations.
- Working with managers and employees to implement changes.
- Training employees to use new systems or follow new processes.
- Determining the effectiveness of new processes.
- Establishing and maintaining quality standards.
- Ensuring compliance with regulatory standards.

#### Requirements:

##### Essential

- Degree in business administration or a related field required; master's degree preferred.
- 2+ years of experience as an operations analyst or in a similar position.

##### Skill

- Excellent communication skills, both verbal and written.
- Experience using statistical and database software.
- Consulting and project management skills.
- Strong analytical and problem-solving skills.

- Strong multitasking and time management skills.

#### Certification

- Any of the following certification is desirable; CISSP, GIAC, CEH, CHFI, CFE, CPA, FAA, AML, CAMS, CRMA

#### Desired

- Superior knowledge of Word, Excel, PowerPoint required, including strong skills in Excel macros / VBA
- Ability to assess and present risk based on various available risk metrics.
- Proficiency using Microsoft Office application suite, especially Excel for handling of large metrics data and - PowerPoint for the production of risk reports
- Working closely with Line Management, Divisional Risk Management, and other areas of the Federation.
- Ability to evaluate the levels of adherence with risk management policies, principles, and standards.

## Summary Terms and Conditions

**Contract:** 12-month fixed term contract

**Salary:** Very Attractive

**Annual leave:** 22 days holidays per annum pro rata excluding public holidays

**Pension:** Minimum 10% Employer contribution with minimum 8% Employee contribution

**Healthcare:** Company scheme subject to terms and conditions.

**Life assurance:** Company life assurance scheme.

**Location:** Abuja Nigeria

**Notes:** This post will be subject to background checks. A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. This job description does not form part of your contract of employment.

## How to apply

To apply for this job opportunity, please send a CV and covering letter to [recruitment@prioclen.com](mailto:recruitment@prioclen.com)

Unfortunately, because of the volume of applications we are likely to receive we regret that we are unable to respond to every unsuccessful applicant. If we have not made contact with you within 2 weeks of the closing date you have not been selected for interview on this occasion