



## **LESOTHO ELECTRICITY AND WATER AUTHORITY**

### **ADVERTISEMENT FOR THE POSITION OF COMPLIANCE AND RISK OFFICER**

THE Lesotho Electricity and Water Authority (LEWA) has been set up in terms of the Lesotho Electricity Act No. 12, as amended, to regulate Electricity Supply Industry and the Urban Water Supply and Sewerage Services.

LEWA invites applications from suitably qualified local candidates for the following position:

**Department: Legal and Compliance Services Department**

**Job Title : Compliance and Risk Officer**

**Reports to : Manager-Legal and Compliance Services**

#### **Purpose**

Under the general supervision of the Manager – Legal and Compliance Services, the Compliance and Risk Officer shall be responsible for developing, implementing, monitoring, and administering of the Authority's compliance of the corporate compliance program and the Authority's risk management frameworks. The Compliance and Risk Officer shall serve as a channel of communication to receive and direct issues to appropriate departments for investigation and resolution and shall initiate internal investigations to independently assess the Authority's compliance to its policies, systems, controls, procedures and rules. The Compliance and Risk Officer shall be instrumental in developing risk management frameworks, identification of potential risks in the organization and the development of appropriate interventions to those risks.

#### **Tasks and Responsibilities**

1. Develop, initiate, maintain, and revise policies and procedures for the general operation of the compliance program and its related activities to prevent illegal, unethical, or improper conduct. Manage day-to-day operation of the Program.
2. Act as a focal and a liaison officer for all licensees' compliance matters.
3. Collaborate with other Departments to direct compliance issues to appropriate channels for investigation and resolution.
4. Respond to alleged violations of rules, regulations, policies, procedures, and standards of conduct by evaluating or recommending the initiation of investigative

procedures. Develops and oversees a system for uniform handling of such violations.

5. Monitor and coordinate compliance activities of other departments to remain abreast of the status of all compliance activities.
6. Identify potential areas of compliance vulnerability and risk; develop and implement corrective action plans for resolution of problematic issues.
7. Provide reports on a regular basis, and as directed or requested, to keep management informed of the operation and progress of compliance efforts.
8. Ensure proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.
9. Institute and maintain an effective compliance communication program for the organization, including promoting awareness of standards of conduct and understanding of new and existing compliance issues and related policies and procedures.
10. Work with other Departments as appropriate to develop effective compliance and risk programs.
11. Monitor the performance of the compliance program and related activities on a continuing basis, taking appropriate steps to improve its effectiveness.
12. Develop, review and implement risk management framework which includes: risk management policy; risk management strategy; risk management implementation plan; identification and assessment methodology; risk appetite and tolerance; and risk classification.
13. Assist other Departments with risk identification, assessment, and development of risk management plan and monitoring of mitigation strategies.
14. Collate, aggregate, analyze and interpret the results of risk assessments to extract risk intelligence.
15. Assist with the development and implementation of the assurance plan.
16. Advise LEWA of emerging compliance issues and guide the Authority in the establishment of controls to mitigate risks.
17. Perform such other related functions as the Authority determines.

### **Deliverables**

- Compliance Plan;
- Inspection and Compliance Reports;
- Code of Ethics and Standards for LEWA Employees;
- Risk Management Frameworks;
- Risk Assessment Reports;
- Compliance Assessment Reports

### **Education and Experiences**

- Degree in Compliance and Risk Management, Law or Auditing or equivalent;
- At least 3 years' experience working as a compliance or risk manager/officer, or internal auditor; and
- A Code B Driver's License shall be an added advantage.

### **Key Competences**

- Strong analytical, interpersonal, communications and presentation skills;

- Ability to ensure work in a team and communicate the specialist information to the public and the experts;
- Independence, Integrity, persistence and strong negotiator;
- Ability to pay attention to detail;
- Innovative and creative ;
- Decision making, conflict management, planning and organisational skills;
- Numerical skills and ability to quantify the costs of the potential incidents;
- Good computer skills and ability to use risk management softwares.

### **Remuneration and Benefits**

The Authority offers a competitive salary commensurate with qualifications and experience, at Grade 2. Attractive package of benefits are available.

### **Contract Duration**

Five years performance based contract with an option for renewal upon satisfactory performance.

### **Location**

The post is based in Maseru, Lesotho, although there may be occasional requirements to travel to other districts of Lesotho or internationally.

### **Submission of Applications**

Interested candidates must submit their application letters, Curriculum Vitae and certified copies educational certificates to:

**The Manager- Finance, Human Resources and Administration**  
**Lesotho Electricity and Water Authority**  
**Private Bag A315**  
**Maseru 100**

Or hand deliver at:

**Reception**  
**Lesotho Electricity and Water Authority**  
**7<sup>th</sup> Mopo House**  
**Kinsway**  
**Maseru**

**The closing date for submission of applications is on or before 25<sup>th</sup> July 2014 at 5:00 pm.**

Only short listed candidates will be contacted.