

## JOB DESCRIPTION

<b>Position Title:</b>	<b>Senior Executive III (Internal Control)</b>
<b>Reports to:</b>	Internal Control Committee
<b>Pay Grade:</b>	Senior Executive III – CLA Grade 1 (2022-2026)
<b>Department:</b>	<b>Executive Office</b>
<b>Job Summary</b>	
<p>The Executive will support INDIS Malta Ltd in a range of risk and assurances activities. The executive shall ensure that risks are identified and managed, providing assurance in the effectiveness of controls.</p>	
<b>Description of main tasks</b>	
<p><u>Duties</u></p> <ul style="list-style-type: none"> <li>• Responsible for operational risk reporting across the company, creating informative and accurate reports.</li> <li>• Involved in delivering the Company Risk Management Strategy and the development and updating of Risk Registers.</li> <li>• Carry out risk and control assessments to ensure any issues are reported immediately and to recommend corrective actions.</li> <li>• Work with all departments to promote an embedded risk culture.</li> <li>• Monitor compliance with high-risk policies and procedures on a regular basis. Make recommendations for improvement.</li> <li>• Monitor compliance across the company to ensure critical controls are in place and effective.</li> <li>• Undertake regular assurance mapping exercises throughout the company.</li> <li>• Engage the company in assurance activities and help people to develop working practices that are efficient and proportionate.</li> <li>• Ensure the company is kept up to date with pending regulatory changes, trends, and best practices and assess the potential impact of these changes on our processes and strategies.</li> <li>• Undertake regular assessments to ensure that respective departments and employees are operating in line with company policy and applicable laws and regulations.</li> <li>• Lead co-ordination of Internal Audits services.</li> <li>• Assist the organisation learn from risk events throughout the operating environment.</li> <li>• Act as a project leader on local or EU funded projects.</li> </ul>	

- Develops and introduces relevant SOPs.
- Participates in meetings and other appropriate working groups within INDIS Malta Ltd and externally as directed by Senior Management.
- Attends briefings and meetings as necessary.
- Prepares and presents reports and other documentation to Senior Management and the Board of Directors as requested.
- Liaises with other internal and external stakeholders as may be required.
- Carries out any other duties that may be required from time to time.

### Consultation

- Consults with the Senior Management, in resolving issues and problems which are of a sensitive nature and / or of a strategic importance.
- Coordinates and communicates with external stakeholders as appropriate.
- Coordinates and communicates with others to ensure best use of shared resources.

### Self-Improvement

- Keeps up to date with new trends, instruments and methodologies in relation to Public Procurement and EU Regulations that could potentially impact on INDIS goals, objectives and efficiency in this regard.
- Keeps up to date with the latest developments within INDIS.

### Supervision Received

- Direct supervision from the Internal Control Committee, and/or any designated persons as necessary.

### Working Conditions

- May be required to work outside office hours in crisis situations and / or to meet deadlines.
- Work on site/site visits are required both in Malta and Gozo.

### Skills

Communication and interpersonal skills.	High
Motivation skills.	High
Writing skills.	High
Experience in budgeting.	High
Organisation and planning skills.	High
Critical thinking and an innovative approach to solving problems	High
Attention to detail and accuracy.	High
Ability to work under pressure and within tight time scales	High
Be a team player	High

Has the initiative to work under minimum supervision.	High
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*Disclaimer: This job description describes the general nature and level of work performed in this role. It is not intended to be an exhaustive list of all duties, skills, responsibilities, knowledge etc. These are subject to change as needed by management.*