



Position Description

Vacancy Title: **Risk Management Coordinator v (1.00) [Suva]**

Location: **Suva**

Reports To: **Manager Legal (v 1.00)**

Objective

To support Fiji Ports Corporation Limited (FPCL) and Fiji Ships and Heavy Industries Limited (FSHIL) by managing and mitigating risks across all operations. Ensure compliance through the development and implementation of effective risk frameworks and policies. Strengthen business continuity by identifying vulnerabilities and driving timely action plans. Promote a strong risk and compliance culture to protect the interests and assets of both companies.

Outcomes

Organisational Stakeholders

1. Analytics and Recommendations to Executive Management

- Analytics and Recommendations to Executive Management to manage risks effectively.
- Provide analytics and recommendations to the Executive Management (EM) in a timely and effective manner.
- Deliver risk advice efficiently by:
 - Reviewing the Risk Register.
 - Assessing risk severity levels using the Risk Matrix.

2. Risk Assessments, Reviews, and Investigations

- Efficiently and effectively perform risk assessments and reviews to mitigate potential threats and support organizational resilience.
- Conduct regular risk assessments to identify vulnerabilities and non-compliance by:
 - Developing and reviewing the Risk Register in collaboration with Risk and Mitigation Owners across departments.
 - Assessing risk severity using the Risk Matrix.
 - Facilitating department-specific Risk and Mitigation Action Plans and developing tracking mechanisms to ensure timely implementation.
 - Managing and monitoring the incident reporting process to support risk and control self-assessment processes.

3. Risk and Compliance Framework and Policy Implementation

- Develop, implement, monitor, and review the Risk Management Framework across the organization by:
 - Interviewing Heads of Departments (HODs) to identify and assess operational risks.
 - Documenting risks and preparing Risk Reports.
- Drive and coordinate the Strategic Plan for Risk and Compliance for FPCL and FSHIL by:
 - Conducting half-yearly and annual reviews.
 - Discussing Action Plans with Executive Management.
 - Performing stock takes of actioned items.
 - Updating the Strategic Plan (Excel based).

4. Enterprise Risk Management Support

- Assist in establishing and maintaining a risk management framework aligned with ISO 31000:2018.
- Identify and evaluate internal and external risks that may impact organizational objectives.
- Conduct both qualitative and quantitative risk assessments across departments and operational units.
- Monitor Key Risk Indicators (KRIs) and prepare regular risk reports for senior management and relevant committees.
- Ensure compliance with all applicable legal, regulatory, and contractual risk-related requirements.
- Promote a strong risk culture and awareness throughout the organization through engagement and training initiatives.
- Provide support for internal and external risk-related reviews and audits as required

5. FPCL's reputation, profitability and performance is supported

- High professional standards contribute to the organization's success
 - Deadlines and service level agreements met at all times
 - High ethical standards met at all times
 - Excellent teamwork aimed to achieve business outcomes efficiently and effectively
 - Organization's efficiency and improved productivity supported
 - Process/systems improvement initiatives;
 - Cost reduction initiatives
- Contributions made towards the organization's profits in line with the scope of the work
- Any other work-related task assigned by the Management that is within the capacity of the position holder is performed; teamwork is demonstrated
- Modern technology and innovative methods used to achieve results

6. The organisation's image and value standards demonstrated and upheld at all times:

- Confidentiality of all communications upheld at all times
- A professional and amiable relationship maintained with all stakeholders

Responsibilities - Key Competencies

Competence	Description
Business	
Strategic Development	Establish the strategic direction and steer the organisation towards its goals
Business Performance	Manage the performance of the organisation.
Risk Management	Analyse and manage risk.
Change Management	Implement and manage changing situations resulting from a change in strategic/business.
Planning	Deliver results by developing, reviewing or following a work plan, action plan or operational plan.
Systems and Procedures	Develop and/or apply procedures to assist the organisation achieve its goals.
Information Analysis	Make informed decisions by collecting and interpreting data and information
Documentation	Communicate using formal business writing.
Customer	
Quality Focus	Deliver quality.
People	
Problem Solving	Develop practical solutions to a situation.
Professional	
Compliance	Comply with relevant laws and the policies and procedures of the organisation.

Qualifications

Qualification	Discipline	Notes
Preferred		
Degree	Degree in Law, Accounting , Commerce or Business related field	

Work Knowledge and Experience

At least 2 years of experience in audit, compliance and risk, ideally with experience in a chartered Accounting Firm

Must have had prior organizational responsibility in risk and compliance

Knowledge in Ports regulations and laws would be an advantage

Knowledge in employment law would be an advantage

Requirements

Language Proficiency

Excellent command of English

Excellent interpersonal/communications skills

Successful completion of Speaking and Writing Test - Level 3

Professional Associations

Membership of Professional Institutions like Risk Management (IRM)

Regulatory Compliance Requirements

OHS

Risk and compliance experience or certification in risk management

Skills Assessment

Policy Writing

Organizational skills

Analytical and Critical thinking skills

Legal, regulatory and policy compliance

Demonstrated competence of handling matters effectively in complex environments

Other Required Requirements

No other required items found.

Interactions

Type	Interaction	Comments
Internal		

Type	Interaction	Comments
	All staff	
	Company Executives - HQ	
	Finance Team	
	Supervisors	
External		
	Customers/Clients	
	Stakeholders	
	Auditors	

Attributes

Behavioural Styles

Accountable	Assumes full responsibility for own actions and identifies with the success or failure of own part of the overall work/goal.
Integrity	Adherence to moral and ethical principles; soundness of moral character; honesty.
Reliable	Is able to be trusted to do what is expected or has been promised, puts in a great amount of effort believing in the value of work.

Interpersonal Styles

Objective	Impartial and honest in dealings with others, eliminating own feelings and view to reach a balanced judgement.
Self Sufficient and Assured	Readily copes with situations without recourse/need of others, showing confidence and belief in oneself and one's own abilities
Team Oriented	Enjoys being with others as part of a group or team.

Thinking Styles

Analytic	Able to separate things into their constituent elements in order to study or examine them, draw conclusions, or solve problems.
Conscientious	Demonstrates a sense of right and wrong and a personal obligation to do the right thing.
Initiative	Takes action and makes decisions without the help or advice of other people.
Well organised	Controls tasks in a well thought out and critical manner.

How To Apply

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Contact for Enquiries

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Further Contact Information: --

Closing Date: 17 May 2025