

| OVERVIEW & JOB OBJECTIVE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                                                                                     |          |                    |
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| Job Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Risk Management and Internal Audit Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Pay Range (Annual Gross) | N 2.1m – N2.4m                                                                                      | Location | Lagos, Head Office |
| Grade Level                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                          |                                                                                                     |          |                    |
| <b>Background:</b><br><br>The CIPM is the umbrella Association for Practitioners of People Management with the vision to be the Institute of Choice for People Management.<br><br>At the CIPM:<br>We care for our People<br>We partner to build their Careers and<br>Together we strive for EXCELLENCE<br>“We focus on building people, so our people will focus on building our Institute”<br><br><b>The purpose of this job shall be to:</b><br><br>The Risk Management Officer job exists to strengthen the Institute’s risk management framework by identifying assessing, monitoring, and mitigating risks, ensuring effective internal controls, and promoting efficiency compliance, and process integrity across the Institute. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                                                                                     |          |                    |
| <b>EQUAL OPPORTUNITY STATEMENT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                                                                                     |          |                    |
| CIPM is an equal opportunity workplace and an affirmative action employer. We encourage applications from suitable candidates, irrespective of physical ability/disability, color, gender, tribe, race, religion, marital status, pregnancy or other status protected under the law.                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                                                                                     |          |                    |
| <b>REPORTING RELATIONSHIPS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                                                                                     |          |                    |
| Reports to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Head, Internal Audit and Compliance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Supervises               | None                                                                                                |          |                    |
| <b>JOB DUTIES / RESPONSIBILITIES / ACCOUNTABILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                                                                                     |          |                    |
| Internally Relates with                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"><li>• Management</li><li>• All staff</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Externally Relates with  | <ul style="list-style-type: none"><li>▪ CIPM Branches,</li><li>▪ Corporate Organizations.</li></ul> |          |                    |
| <b>PRINCIPAL ACCOUNTABILITIES &amp; RESPONSIBILITIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                          |                                                                                                     |          |                    |
| Risk Management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <ul style="list-style-type: none"><li>• Assist the Head, Internal Audit and Compliance in coordinating updates to the Risk Management Framework and Risk Register.</li><li>• Maintain and update the Risk Register in collaboration with risk owners across departments.</li><li>• Review relevant policies and procedures for risk and compliance, as required.</li><li>• Ensure the integrity of the Institute’s processes through effective risk management practices.</li><li>• Undertake risk assessments in collaboration with risk owners, as required.</li><li>• Conduct risk assessments of departments or functional areas within required timelines.</li><li>• Identify emerging risks and evaluate their potential impact on operations.</li><li>• Identify loopholes in processes and recommend risk aversion measures and cost savings.</li></ul> |                          |                                                                                                     |          |                    |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Monitor implementation of agreed risk mitigation actions and follow up on outstanding issues.</li> <li>• Track Key Risk Indicators (KRIs) and escalate risk issues where appropriate.</li> <li>• Prepare reports and present summarized findings concerning risk trends and exposures.</li> <li>• Monitor compliance with Standard Operating Procedures and established control protocols from a risk perspective.</li> <li>• Review processes and documentation to assess adequacy of internal controls and identify gaps.</li> <li>• Determine the level of compliance of activities with policies and procedures of the Institute.</li> <li>• Support monitoring of statutory and regulatory compliance requirements.</li> <li>• Make recommendations on ways the Institute can reduce operational inefficiencies, avoid fraud, and reduce waste.</li> <li>• Advise management and departments on strengthening controls and improving processes.</li> <li>• Promote risk awareness and best practices across the Institute.</li> <li>• Support the documentation and proper record-keeping of risk-related policies, processes, and activities.</li> </ul> |
| <b>KEY PERFORMANCE INDICATORS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Operational Targets</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Internal Business Process</li> <li>• Organizational Capacity</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>PERSON SPECIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Knowledge, Technical Skills and Attitudes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>1. Knowledge:</b> <ul style="list-style-type: none"> <li>• Institute Knowledge</li> <li>• Knowledge of auditing standards and procedures, laws, rules and regulations, Risk Management frameworks (e.g., COSO ERM, ISO 31000)</li> </ul>                                                                                                                                                                                                                                                                                                                           | <b>2. Skills:</b> <ul style="list-style-type: none"> <li>• Advanced computer skills on MS Office, accounting software and risk management systems</li> <li>• Excellent communication and report-writing skills</li> <li>• Financial analysis</li> <li>• Investigative ability and problem-solving skills</li> <li>• High attention to detail and excellent analytical skills</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>3. Building Collaborative Relationships:</b><br>The ability to develop, maintain, and strengthen partnerships with others inside or outside the Institute who can provide information, assistance, and support to the business. <ul style="list-style-type: none"> <li>- Ability to develop and maintain a vibrant, long-term network of relationships with individuals from multiple constituencies.</li> <li>- Has a successful track record of developing, managing, growing, and institutionalizing complex relationships on behalf of the company.</li> </ul> | <b>4. Emotional intelligence</b> – being able to understand and manage your own and others’ emotions, and their effect on behaviors and attitudes.<br><b>5. Customer Orientation:</b> The ability to demonstrate concern for satisfying one’s external and/or internal customers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

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| <b>4. Communication:</b> The ability to plan and deliver oral and written communications that make an impact and persuade their intended audiences. |                                          |                                                                                      |                                         |
| <b>Experience</b>                                                                                                                                   |                                          |                                                                                      |                                         |
| <ul style="list-style-type: none"> <li>B.Sc. in Accounting/Finance/Business Administration/other Social Science courses.</li> </ul>                 |                                          |                                                                                      |                                         |
| <b>Qualifications</b>                                                                                                                               |                                          |                                                                                      |                                         |
| 1. 2 - 3 years' post-graduation experience in risk management, internal control, or compliance.                                                     |                                          | 2. Certified member of a professional body (ICAN, ACCA, etc.), will be an advantage. |                                         |
| <b>Other Requirements</b>                                                                                                                           |                                          |                                                                                      |                                         |
| Proficient in the use : Computer Literate: Excel, Word, Outlook & PowerPoint                                                                        |                                          |                                                                                      |                                         |
| <b>PHYSICAL REQUIREMENTS</b>                                                                                                                        |                                          |                                                                                      |                                         |
| <b>Location</b>                                                                                                                                     | Office Based<br><input type="checkbox"/> | Both Office & Field Based<br><input checked="" type="checkbox"/>                     | Field Based<br><input type="checkbox"/> |
| <b>Travel</b>                                                                                                                                       | None<br><input type="checkbox"/>         | 0% - 30%<br><input checked="" type="checkbox"/>                                      | 31% - 60%<br><input type="checkbox"/>   |
| <b>Work Cycle/Days</b>                                                                                                                              | Mondays – Fridays                        |                                                                                      |                                         |

### **Application Process**

- Method of Application: Send your CV quoting appropriate Job Title to [recruitment@cipmnigeria.org](mailto:recruitment@cipmnigeria.org)
- Application Deadline: **Thursday, July 23rd, 2026**
- Remuneration: We value our employees and the role comes with attractive compensation, benefits and a great work environment.