

Data Analyst - Risk Management H/F

Our client:

A global NGO based in Geneva

Role & Responsibilities:

The Risk Department is looking for an Analyst to provide support in risk oversight of key grant management portfolios by ensuring operationalization of risk management across the grant lifecycle by Country Teams and their successful further embedding into day-to-day grant management practices.

- Support to the roll-out of Country Team activities related to CRM:
- Develop templates for risk management monitoring and reporting at grant, country and corporate levels.
- Contribute to the provision of guidance offered to Country Teams by Risk Specialists to further improve country risk management during stages of grant making, implementation and closure, in accordance with relevant Operational Policy Notes and Standard Operating Procedures.
- Support the review of developed and updated Key Risk Matrices and Country Dashboards with Country Teams and risk owners.
- Provide analytical support to assigned Risk Specialists in monitoring Country Teams' use of relevant assurance activities.
- Support with quality assurance review work of country teams' work
- Support the development of materials and organization of periodic monitoring meetings with Department Heads/Regional Managers, global risk owners, and any other relevant stakeholders (i.e. related to country risk profiles, progress status of implementation of mitigating actions and assurance activities, and exceptions). Development of analyses and guidelines:
- Provide Risk Specialist and Managers with quantitative and qualitative risk analyses.
- Contribute to and possibly coordinate the development/revision of CRM guidelines and policies.
- Document the outcomes of Risk Committees and develop and maintain an appropriate tracking system.
- Update the CRM section of the Risk Management Department's SharePoint.
- Annually update the External Risk Index. Reporting
- Develop and maintain databases as required and assist with producing (periodic as well as ad-hoc) CRM-related reporting in collaboration with IT and risk owners.
- Support in the coordination with Risk Owners. Information Technology responsibilities:
- Contribute to the design of CRM tools, integrating them into other grant management IT tools as much as possible.

Profile:

- Bachelor or Master degree within Economics/finance/Public Health or Risk Management
- **At least 2 to 4 years experience of relevant experience in data** (quantitative rather than qualitative)
- **Strong expertise within information or process analysis, tracking and reporting**
- Excellent level in English

Contract type: Temporary – 6 months (can be extended)

Rate of activity: 100%

Starting date: ASAP

We guarantee you to handle your application in total confidentiality