Job Vacancy

RISK AND COMPLIANCE OFFICER

Mater Misericordiae Hospital, a leading health care provider in East and Central Africa has excellent career opportunity. Mater Misericordiae Hospital offers exceptional, compassionate and Christ-centred health care services to our clients through an innovative, engaged and competent workforce. The successful candidate will fill in the above position: He or She shall be reporting to the Director, Risk and Compliance.

Main Duties

- Co-ordinating and improving risk management within departments
- Reviewing all Internal & External Audit reports to extract relevant risk & control information for use in reporting and remediation.
- Monitoring and reporting on any adverse Key Performance Indicator / Key Risk Indicator trends that arise.
- Monitoring resolution of all associated Internal Audit recommendations post audit issues
- Assessing compliance with policies and procedures in the departmental units, with emphasis on controls strengthening.
- Tracking and analysing incidences of frauds (successful and attempted) identify causes and implement with respective units' comprehensive measures to close loopholes.
- Supporting the training of staff on Risk and Control Self-Assessment
- Coordinating the operationalization of the Risk & Control Self-Assessment (RCSA) framework across the Hospital.
- Ensuring development and implementation of a continuous risk identification and assessment program through timely completion of RCSAs and Risk Reports.
- Working with Business units within the Hospital to establish, maintain and continuously improve risk management capabilities.
- Supporting the development and improvement of Risk related Standard Operating Policies and
- Procedures across the various Business and Support units
- Ensuring sufficient follow through on management actions to mitigate risks identified.
- Collect and collate Risk and Compliance Management Information for management review.
- Champion documentation of inter departmental Service Level Agreements during quality assurance reviews.
- Supporting the development and implementation of the Business Continuity Plan (BCP) framework for the Hospital
- Reviewing of BCP programs and tools to ensure they are updated.
- Ensuring BCP testing is carried out as per the schedule of the Hospital.
- Supporting training of staff on BCP.
- Coordinate the administrative and logistical duties of the Risk and Compliance Department
- Participating in quality improvement initiatives within the department and provide reports as required.
- Any other related duties assigned from time to time.

Qualifications

- Bachelor's degree in Law, Finance, Business, Healthcare Management or IT academic background.
- Additional professional qualifications, i.e., IRM, CRM, CRA, FRM will be an added advantage.

- Minimum of Five (5) years of working experience in Risk Management, including at least three (3) years of relevant working experience in the healthcare industry.

Skills and Competencies:

- Ability to anticipate and mitigate risk by developing appropriate risk management policies for the hospital.
- Strong working knowledge of relevant regulatory requirements and Risk management guidelines in Healthcare.
- Analytical thinker.
- Excellent interpersonal skills.
- Good verbal and written communication skills.

If you are interested in the above position and you meet the requirements listed, please send your application together with a detailed CV, Copies of Academic Certificates, three [3] referees and include their telephone contacts and email address, and your expected salary or salary range to **hrrecruit@materkenya.com** so as to reach us not later than **11th November, 2026.**

Only shortlisted candidates will be contacted.

Please note Mater Misericordiae Hospital does not charge any fee at any stage of our recruitment process.