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**JOB DESCRIPTION**

**JOB DESCRIPTION [Audit Risk and Compliance Officer]**

This document outlines the role’s purpose, key responsibilities, required qualifications, and the unique dual reporting structure that supports robust risk management and compliance.

**Job Title**

**Audit Risk Compliance Officer**

**Location**

FMIB Nakasi (with regular approved visits to Vuda abattoir)

**Reporting Structure**

Dual Reporting Mechanism

- Primary Reporting: Directly to the Board via the Chair [ARFT SubCom]

- Secondary Reporting: To the CEO (administrative purpose)

This dual reporting structure ensures that the officer’s assessments and recommendations are independently reviewed at the board level while also being integrated with daily operational management.

**Position Overview**

The Audit Risk Compliance Officer is responsible for the design, implementation, and oversight of internal audit, risk management, and compliance functions within the establishment. Working within a highly regulated and operationally dynamic environment, you will monitor and improve risk controls across the facility, ensuring full compliance with industry standards, government regulations, and best practices for animal welfare and food safety. Your dual reporting role ensures that your findings directly inform both strategic board-level decisions and tactical operational adjustments, fostering a culture of transparency and continuous improvement**.**

**Key Responsibilities**

**Audit & Compliance Management**

* + - Develop and implement a comprehensive internal audit program to periodically assess the effectiveness of internal controls, risk management strategies, and regulatory compliance within the establishment.
    - Coordinate and oversee internal audit projects, ensuring that audit findings are documented, and corrective actions are monitored and implemented across departments.
    - Manage and interact with external auditors, regulatory bodies, and industry-specific certification agencies to ensure compliance with all relevant standards (e.g., HACCP, ISO certifications, local animal welfare regulations).

**Risk Assessment & Mitigation**

* + - Conduct regular risk assessments tailored to the unique operational and regulatory challenges of a livestock slaughtering environment, including biosecurity, food safety, worker safety, environmental impact, and animal welfare.
    - Identify emerging risks and internal control weaknesses; design proactive measures to mitigate these risks before they impact operations.
    - Develop and maintain risk matrices, dashboards, and incident reporting systems to track vulnerabilities and coordinate effective countermeasures**.**

**Dual Reporting & Communication**

* + - Prepare detailed audit reports, risk assessments, and compliance reviews for presentation to both the Board Audit/Risk & Compliance Committee and the Senior Management team.
    - Serve as the primary liaison between board-level governance and operational management by translating technical audit findings into actionable recommendations that align with the establishment’s strategic objectives.
    - Coordinate quarterly review meetings with both reporting lines to ensure a cohesive approach to risk management and to track the implementation of remediation strategies.

**Policy Development & Training**

* + - Lead the development and periodic revision of internal policies and procedures, ensuring they meet or exceed regulatory requirements and industry best practices.
    - Organize training sessions and workshops to foster awareness and adherence to compliance standards among employees, managers, and contractors.
    - Advise on the integration of new technologies or processes that can enhance the facility's audit and risk management capabilities.

**Operational Oversight & Continuous Improvement**

* + - Monitor key performance indicators (KPIs) related to risk management and compliance, utilizing data-driven insights to guide continuous improvement initiatives.
    - Partner with operations and safety teams on incident investigations, root cause analyses, and corrective action follow-ups to prevent recurrence of compliance issues or operational risks.
    - Ensure that the facility’s operations remain resilient against regulatory changes and market pressures while sustaining high industry standards for safety and quality.

**Qualifications**

**Education & Certification**

* + - Bachelor’s degree in accounting, Finance, Business Administration, Risk Management, or a related field.
    - Professional certifications such as Certified Internal Auditor (CIA), Certified Risk Management Professional (CRMP), or equivalent are highly desirable.
    - Additional certification or training in food safety, animal welfare standards, or occupational health and safety will be considered an asset.

**Experience**

* + - A minimum of 5–7 years of relevant experience in internal audit, risk management, or compliance within a highly regulated industry, preferably with experience in food processing, agriculture, or a slaughtering/processing environment.
    - Proven experience working under dual-reporting structures, demonstrating the ability to balance independent oversight with operational integration.

**Skills & Competencies**

* + - Analytical Skills: Ability to synthesize detailed audit findings, risk assessments, and compliance data, transforming them into clear, actionable recommendations.
    - Communication: Excellent verbal and written communication skills to interface effectively with both board-level executives and day-to-day operational teams.
    - Problem-Solving: Strong critical thinking abilities and an aptitude for innovative solutions tailored to a challenging and dynamic environment.
    - Attention to Detail: Meticulous approach to identifying, assessing, and mitigating risks while ensuring compliance with rigorous industry standards.
    - Ethical Judgement: Commitment to transparency, integrity, and confidentiality in handling sensitive audit and compliance information.
    - Adaptability: Comfort in managing priorities and navigating challenges in a fast-paced, operational setting where regulatory demands are continually evolving.

**Work Environment & Physical Demands**

* + - Ability to frequently move between administrative office spaces and the operational areas of the facility.
    - May require wearing personal protective equipment (PPE) and familiarity with the safety protocols associated with livestock processing facilities.
    - Flexibility to work extended hours during audits, investigations, or in response to urgent compliance matters.

**Additional Responsibilities**

* + - Engage in periodic training and continuous professional development to stay current with emerging regulatory trends, industry standards, and technological advancements.
    - Lead or participate in cross-functional projects aimed at enhancing operational efficiencies, reducing operational risks, and fostering a culture of compliance and accountability.
    - Serve as an internal advocate for ethical practices, ensuring that audit findings and risk assessments lead to measurable improvements across the organization.

**Application Process**

* + - Interested candidates should submit a detailed resume along with a cover letter outlining relevant experience, examples of risk management or audit projects they have led, and why they believe their background aligns with the strategic goals of our establishment.

***Applications to be emailed to*** [***recruit@fmib.com.fj***](mailto:recruit@fmib.com.fj) ***no later than Friday, 12 September 2025.***

Shortlisted candidates will be invited to engage in a multi-stage interview process designed to explore both technical competencies and the cultural fit within a dual reporting framework.

**CHANGE TO JOB DESCRIPTION:**

This job description may be changed from time to time due to the changing nature of the work environment. The manager of this position will initiate such changes and HR will update the Job Description. This Job Description will also be used in the development and amendment of the Performance Management System.

**Employee Signature: ………………………………. Date: ………………………**

**Name: …………………………………………………….**

**Approved:**

**Manager Signature: ………………………………………... Date: ……………….…….**