

JOB DESCRIPTION

POSITION IDENTIFICATION		FUNCTIONAL RELATIONSHIPS	
Job Title:	Manager – Monitoring and Compliance	Direct Reports:	Compliance Officer, Quality Assurance Co-Ordinator
Reports to:	Senior Manager Risk and Compliance	Internal Contacts:	All Departments
Department:	Risk & Compliance	External Contacts:	Concessionaires, Port Users, Customers, Stakeholders
Classification	Grade 6	Revised Date	February 2, 2026

JOB SUMMARY:

The Manager – Risk & Compliance provides leadership and coordination of SLASPA’s risk management, compliance assurance, business continuity, and quality assurance functions, ensuring alignment with statutory obligations, international standards, and strategic objectives.

DUTIES AND RESPONSIBILITIES

Risk and Compliance Leadership

1. Implements SLASPA’s Enterprise Risk Management Framework aligned with **ISO 31000**.
2. Oversees regulatory compliance monitoring and assurance activities.
3. Ensures integration of risk, compliance, continuity, and quality into business processes.
4. Work with MBDCC Department for monitoring and implementation of internal and external Surveys and Assessments
5. Work with key departments for risk assessment and management for project planning
6. meetings

Governance and Reporting

1. Prepares consolidated risk and compliance reports for Senior Management and the Board.
2. Oversees coordination of audits, inspections, and regulatory reviews.
3. Identify, develop and implement an effective Whistle blower System
4. Tracks management action plans and risk treatment measures.

Training and Awareness

1. Make recommendations for department team members as and when required
2. Collaborate with emergency response and business continuity
3. Training and Awareness campaigns for all departments on key policies and procedures

Policy and Framework Development

1. Collaborates with the development of risk, compliance, quality, and business continuity policies and frameworks.
2. Ensures alignment with **SLASPA Act, ICAO, IMO, ISPS, TSA, Labour Act**, and best practices.

People and Culture

1. Provides technical leadership, coaching, and performance management of respective team members.
2. Meets with direct reports periodically to discuss their performance; counsels them on efficiencies in performance and guides them on improving performance including recommending additional training and development necessities.
3. Conducts and Assists with the semi-annual check in sessions and annual appraisal as/when required
4. Makes recommendations to the Senior Manager – Risk & Compliance regarding salary increases, promotions and disciplinary action for employees
5. Promotes a culture of risk awareness, compliance discipline, and continuous improvement.

General

1. Assists the Senior Manager Risk & Compliance in developing the annual budget
2. Assists the Senior Manager Risk & Compliance conducting supervisory and general staff Meetings
3. Performs any other related duties as assigned by the Supervisor from time to time.

QUALIFICATIONS

Bachelor's degree in Business, Risk Management, Auditing, CPA or related field plus **five (5) years** progressive experience in risk, compliance, Audit/Advisory or governance roles. At least 3 years Supervisory level experience

KNOWLEDGE, SKILLS AND ABILITIES

1. Strong leadership and strategic thinking capability
2. Knowledge of aviation, maritime, regulatory, and governance frameworks
3. Excellent reporting, stakeholder management, and decision-making skills
4. High integrity, professionalism, and accountability
5. Always demonstrates a high level of confidentiality

6. Excellent interpersonal and communication skills.
 7. Advanced knowledge of and proficiency in technological innovative tools
 8. Excellent problem-solving skills.
 9. Excellent time management and organizational skills.
 10. Active listening skills and attention to detail
 11. Function within a team environment.
 12. Ability to be flexible with work assignments.
 13. Ability to use one's initiative and be proactive.
 14. Ability to stimulate and manage change and develop strong teams.
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SIGNATURE

I confirm that the requirements of this job description were discussed with me and I understand what is expected of me.

Employee's Name : _____

Employee's Signature : _____

Date : _____