

Senior Operations and Quality Control Officer

Overview

GCR Ratings was established in 1996 and is the leading ratings agency in Africa in terms of coverage and analytical presence on the continent. We have regional hubs in Mauritius, South Africa, Kenya, Nigeria and Senegal. Our ratings portfolio expands to over 500 entities, in more than 25 countries, and across multiple business sectors.

We are currently recruiting for a Senior Operations and Quality Control Officer to join our Johannesburg office to help drive the quality and maintain oversight of the ratings publication process. This is an exciting opportunity for someone with excellent attention to detail and good organisational and time management skills to add value to a growing team across a pan-African organisation.

Summary

The Senior Operations and Quality Control Officer will report directly to the Head of Ratings as well as supporting the Compliance team. The successful candidate will be expected to work autonomously, have good communication and organisation skills, as well as excellent attention to detail. The role involves three core elements: work-flow management, publication management, and an independent review function.

Duties and Responsibilities

Workflow Management (Reporting to Head of Ratings)

- Oversight of the credit rating process, including:
 - Management and on-going development of the Ratings Process Management system.
 - Oversight of the credit rating process ("CRP").
 - Oversight of CRP exceptions and responsibility for exception reporting to Compliance/Board.
- Credit rating process risk management
 - Risk identification, management, and monitoring of key analytical risks
 - Consistency of the CRP
 - Rigour of the publication process
 - Staffing sufficiency
 - Providing input to the Risk Management Committee regarding analytical risks
- Oversight of analytical workflow:
 - Oversight of analytical allocations and workload (graded basis)
 - Oversight of staffing sufficiency

- Oversight of analytical scheduling (e.g., identifying bottlenecks, travelling, high traffic periods)

Publication management (Reporting to Head of Ratings)

- Responsibility for tracking items due for publication
- Responsibility for management of publication in line with policy and process
- Responsibility for quality control of documentation at finalisation and publication:
 - Checking of finalisation packs in line with requirements
 - Direct interaction with analysts at finalisation stage
 - Compilation of finalisation audits

Independent Review Function (Reporting to Compliance and Board Risk)

- Facilitate the review of the quality and consistency of methodological application across GCR
 - Single credit reviews (defaults; multi-notch movements; credit review mirroring for samples)
 - Selective independent sampling and scrutiny of rating factors underpinning ratings accorded.
- The capacity to call rating and rerating committees as needed.
- Committee consistency and rigour: Committee pack checking and testing

Qualities and Experience

It is critical that the successful candidate has excellent attention to detail and is able to review detailed documents to spot errors and inconsistencies. They must be able to communicate well, both written and verbally, with all levels of the organisation particularly given current remote working practices amongst the analytical team. The successful candidate will also have excellent organisational skills, be willing to work autonomously and be able to prioritise their and others' workloads to maximise efficiency and meet strict deadlines.

An interest in the ratings industry and broader experience of the financial services industry would be an advantage however, prior ratings experience is not essential, and training can be provided.

Qualifications

The successful candidate should have a National Diploma or Bachelors Degree or Equivalent.

Role Specifics

Location: Johannesburg

Hours: Full Time

Remuneration: Salary will be in the region of annual CTC of R330-360k pa excluding bonus.

Application Process

Please send a copy of your CV and a covering letter to sauls@gcrratings.com. Closing date for applications is 22 April 2021. For further information please visit our website www.GCRRatings.com.