



هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

JOB PROFILE	
Job Profile	Risk Analytics - Architecture
Job Level	Job Title
P4	Risk Analytics Supervisor
P3	Risk Analytics Lead Specialist
P2	Risk Analytics Senior Specialist
P1	Risk Analytics Specialist

REPORTING LINES			
N-1	Risk & Analytics	N-2	Risk Analytics
N-3	Architecture	N-4	N/A
N-5	N/A	N-6	N/A

JOB PURPOSE	
Risk Analytics Supervisor	<p>Jobholders at this level are responsible for leading work activities and working autonomously with minor direction towards predetermined long-term objectives. Jobholders oversee the implementation of operational plans and the provision of significant improvements to set policies, procedures, standards and reports. Their main operational role includes managing integration with other ZATCA's systems, directing the resolution of SAS issues guiding the development of needed architecture documentations and monitoring architectures activities to recommend needed modification and improvement actions.</p>
Risk Analytics Lead Specialist	<p>Jobholders at this level are experienced professionals capable of conducting work with general directions. They are primarily concerned with developing solutions to challenges which require some analysis to understand and resolve, and addressing issues escalated from junior levels.</p> <p>They undertake complex operational activities including developing needed architecture documentations, managing architectures activities suggesting needed improvement and corrective actions and monitoring performance ensuring integration of risk analytics platforms and risk engine with ZATCA's system.</p>



هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

Risk Analytics Senior Specialist	<p>Jobholders at this level are capable of operating with minimal supervision. They work within guidelines and procedures in order to prepare more complex, specialized or ad-hoc reports in their related field. They contribute to the completion of milestones or operational targets within the assigned functional area.</p> <p>They undertake operational activities including assisting in the development of needed architectures documentations and activities, implementing developed models into SAS System, performing user maintenance activities providing support resolving reported issues</p>
Risk Analytics Specialist	<p>Jobholders at this level carry out specific tasks independently but are subject to close supervision. They research, collect and analyse information, draft reports and documents, participate in specific meetings and develop their own professional expertise.</p> <p>They undertake simple operational activities including conducting research and benchmark studies, building data view in related systems and supporting in collecting reported issues related to SAS systems / applications for resolution.</p>

ROLES AND RESPONSIBILITIES	
Key Accountability Areas	Key Activities
Architecture Planning	<ul style="list-style-type: none"> • Conduct research and benchmark studies identifying latest trends and best practices applicable within ZATCA related to risk analytics architecture • Set risk analytics technological infrastructure design standards to increase the reliability and effectiveness of architecture activities • Develop architecture documentations in line with ZATCA's strategy and ensuring adaptability with business objectives • Conduct studies to review and identify business requirements for new risk models • Coordinate with relevant teams to develop analytics models, insights and dashboards for Risk Engine • Design job automation process to reduce manual errors and develop implementation plan to ensure proper control • Build data views in related systems and ensure integration with other ZATCA systems to cover untapped areas • Enhance existing risk methodology to stay aligned with changes in laws and procedures, and reflect improvements in the risk engines • Define a comprehensive roadmap for the development of mathematical, statistical and artificial intelligence models to assist ZATCA in better high-risks identification and selection



هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

Architecture Management and Monitoring	<ul style="list-style-type: none">• Manage the change of risk analytics framework process from manual or semi-automatic to fully automated ensuring the proper migration of data from old analytics systems to new ones• Manage the data pipeline internally and externally for Risk Analytics team addressing issues in the data warehouse ensuring safeguard of data quality• Maintain the Risk Engine by performing infrastructure maintenance activities to safeguard effectiveness and coordinate with IT function for data issues and new data requests• Perform maintenance activities for SAS User Access and provide needed support for all SAS systems / applications while resolving reported SAS code issues• Review architectural systems by analyzing and evaluating detailed technical specifications to recommend improvement actions• Monitor the performance of architectural activities and risk engines ensuring integration of risk analytics platforms and risk engine with ZATCA's system• Design and implement customized reports outlining potentially risk behavior of taxpayers, passengers, importers, exporters and brokers...etc., and inform relevant teams for proper action
Organization and Operations	<ul style="list-style-type: none">• Follow all relevant policies, processes and standard operating procedures so that work is carried out in a controlled and consistent manner• Help in solving escalated problems and provide needed support for junior team to ensure work is carried out in an efficient manner• Escalate complex problems to the relevant person to ensure cases/issues are closed properly• Perform other duties as requested
People Management	<ul style="list-style-type: none">• Train junior staff on the different job activities to ensure transfer of know-how, when applicable• Provide clear direction, prioritize tasks, assign and delegate responsibility, and monitor the workflow of subordinates/ junior staff• Support junior staff or direct reports in order to execute their duties according to set policies and processes

JOB QUALIFICATIONS AND REQUIREMENTS

Job Title	Knowledge and Experience	Education and Certifications
Risk Analytics Supervisor	A minimum of 5 years of relevant experience	Bachelor's degree in Computer Science, Statistics, Mathematics, Computer Engineering, or equivalent is required



هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

		Master's degree in Computer Science, Statistics, Mathematics, Computer Engineering, or equivalent is preferred
Risk Analytics Lead Specialist	A minimum of 4 years of relevant experience	Bachelor's degree in Computer Science, Statistics, Mathematics, Computer Engineering, or equivalent is required
Risk Analytics Senior Specialist	A minimum of 2 years of relevant experience	Bachelor's degree in Computer Science, Statistics, Mathematics, Computer Engineering, or equivalent is required
Risk Analytics Specialist	0-2 years of relevant experience	Bachelor's degree in Computer Science, Statistics, Mathematics, Computer Engineering, or equivalent is required

VERSION TRACKING				
Version		Name	Date	Signature
v.1.0	Prepared By			
	Approved By			