



هيئة الزكاة والضريبة والجمارك
Zakat, Tax and Customs Authority

JOB PROFILE	
Job Profile	Risk Analytics – Risk Reporting
Job Level	Job Title
P5	Risk Analytics Lead Expert
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	Risk Reporting	N-4	N/A
N-5	N/A	N-6	N/A

JOB PURPOSE	
Risk Analytics Lead Expert	Jobholders at this level may be regarded as a source of expertise and are responsible for developing frameworks, policies and operational plans. They also analyze complex issues, understand business needs, bring together multiple concepts and translate them into tangible actions and support to enhance performance of the function.
Risk Analytics Supervisor	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 supervising monitoring process, advising on needed improvements in dashboards, and providing corrective actions and needed control measures to enhance quality of datasets.
Risk Analytics Lead Specialist	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.



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Zakat, Tax and Customs Authority

	They undertake complex operational activities including evaluating risk assessment on approaches and techniques, following-up on customer compliance performance and assessing developed systems and models' performance to identify improvement areas and recommend needed control measures.
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 communicating developed risk reports with related stakeholders, developing insight dashboard, studying risk and compliance to related KPIs, supporting in monitoring process and providing needed support to risk team.</p>
Risk Analytics Specialist	<p>Jobholders at this level carry out specific tasks independently but are subject to close supervision. They research, collect and analyze information, draft reports and documents, participate in specific meetings and develop their own professional expertise.</p> <p>They undertake simple operational activities including developing needed reports consolidating risk evaluation and potential risky taxpayers, brokers, etc. developing appropriate KPIs to support detection of discrepancies and collecting recipient's feedback for risk reports improvement.</p>

ROLES AND RESPONSIBILITIES	
Key Accountability Areas	Key Activities
Reporting	<ul style="list-style-type: none"> • Prepare periodical reports for both internal ZATCA units and external governmental entities to communicate risk evaluation • Develop customized reports highlighting potentially risky taxpayers, passengers, importers, exporters, brokers, etc. and communicate findings with internal stakeholders • Develop and share reports with relevant stakeholders to detect risk behaviour of taxpayers, passengers, importers, exporters and brokers
Monitoring	<ul style="list-style-type: none"> • Develop reports and insights dashboards to facilitate future oversight and follow-up • Study risk and compliance to related KPIs and suggest accordingly additional metrics to secure effective support in risk performance assessment • Evaluate risk assessment approaches and techniques to secure effective evaluation of detected risks and minimize risk facing through recommending control measures • Develop appropriate KPIs to support the detection of discrepancies



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	<ul style="list-style-type: none">Facilitate risk detection providing needed support, reports and help to related risk teamsFollow-up on customer compliance performance assessing reports and interactive dashboard to recommend improvement actions when neededConduct assessment on developed systems and models' performance to ensure achievement of risk targets and safeguard continuous update to reflect changes in the business and regulatory environmentCollect and integrate recipients' feedback, mathematical and statistical techniques to ensure continuous enhancement and improvement of risk reports
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 mannerHelp in solving escalated problems and provide needed support for junior team to ensure work is carried out in an efficient mannerEscalate complex problems to the relevant person to ensure cases/issues are closed properlyPerform 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 applicableProvide clear direction, prioritize tasks, assign and delegate responsibility, and monitor the workflow of subordinates/ junior staffSupport 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 Lead Expert	A minimum of 6 years of relevant experience	Bachelor's degree in Statistics Computer Science, Information technology, or equivalent is required Master's degree in Statistics, Business Administration or equivalent is preferred
Risk Analytics Supervisor	A minimum of 5 years of relevant experience	Bachelor's degree in Statistics Computer Science, Information technology, or equivalent is required Master's degree in Statistics, Business Administration or equivalent is preferred
Risk Analytics Lead Specialist	A minimum of 4 years of relevant experience	Bachelor's degree in Statistics Computer Science, Information technology, or equivalent is required



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Risk Analytics Senior Specialist	A minimum of 2 years of relevant experience	Bachelor's degree in Statistics Computer Science, Information technology, or equivalent is required
Risk Analytics Specialist	0-2 years of relevant experience	Bachelor's degree in Statistics Computer Science, Information technology, or equivalent is required

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