JOB PROFILE	
Job Profile	Risk Analytics – Modeling and Research
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	Modeling and Research	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 guiding development of plan, related guidelines and data collection methodology, advising on developing proper algorithms and predictive model, manage risk behaviour of related stakeholders and recommending needed corrective and preventive actions.

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. They undertake complex operational activities including developing detailed plan and related guidelines, setting collection methodology of data, developing algorithms, establishing predictive model, monitoring risk behaviour of related stakeholders and developing accordingly corrective and preventive action plan.
Risk Analytics Senior Specialist	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. They undertake operational activities including identifying new risk methodologies and approaches, assessing gathered data, supporting in developing algorithms and establishing predictive model, developing interactive dashboard, and conducting quality assurance on developed model.
Risk Analytics Specialist	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. They undertake simple operational activities including conducting research and benchmark studies, collecting and gathering needed data and supporting in conducting assessment.

ROLES AND RESPONSIBILITIES	
Key Accountability Areas	**Key Activities**
Research and Planning	• Conduct research and benchmark studies highlighting market latest trends and international best practices applicable within ZATCA to set proper planning and ensure effective risk modelling • Develop and communicate data-driven roadmap with related stakeholders to align analytics objectives with ZATCA's strategy and directions • Set detailed plan and related guidelines for proper development of mathematical and statistical models to assist ZATCA in identifying and selecting high-risk taxpayers, passengers, importers, exporters, brokers, etc. and minimize revenue leakage

	• Develop quality assurance framework while leveraging best practices to ensure proper and standardized monitoring process • Identify new risk methodologies and approaches applicable within ZATCA and in line with risk and compliance strategy to reflect needed improvement on risk engines • Develop collection methodology of data and needed information and set accordingly strict protocols to safeguard the reliability of extracted information and integrity of data sources • Identify internal and external data sources to collaborate with relevant stakeholders for insights generation, capturing new behaviors from taxpayers, passengers, importers, exporters, brokers, etc. ensuring efficient information sharing
Advanced Analytics and Modeling	• Assess data gathered to analyze and identify new patterns pertaining to nature, size, sector, and type of taxpayers and importers • Develop algorithms to minimize risk exposures and complement traditional risk analytics with machine learning to spot unidentified patterns and optimize fraud / evasion detection • Establish a predictive model using machine learning algorithms to assess taxpayers and traders' complex data sets and forecast accordingly untapped risk areas
Evaluation	• Develop interactive dashboards to monitor the risk behavior of stakeholders including but not limited to taxpayers, passengers, importers, exporters, and brokers and inform relevant teams for proper action • Review risk engines business rules, flags, models strike rates and accuracy to identify any inefficiencies and enhancement opportunities • Conduct quality assurance reviews regularly on developed models to assess performance and identify areas for improvement • Develop corrective and preventive action plans based on performance assessment outcomes and ensure proper implementation
Organization and Operations	• 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	• 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 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
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			