



PR/096244 | Senior Officer / Assistant Manager, Organization Risk Management

Job Information

Recruiter

JAC Recruitment Singapore

Job ID

1569083

Industry

Bank, Trust Bank

Job Type

Permanent Full-time

Location

Singapore

Salary

Negotiable, based on experience

Refreshed

December 16th, 2025 10:38

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Native

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Primary Objective

Own and oversee the Organizational Risk Management processes for the purpose of highlighting potential high-risk areas to the Management team.

Key Responsibilities

- **Organizational Risk Management, Operational Risk Management**

1. Develop, review and maintain risk management tools to perform the required assessment
2. Enhance the effectiveness of the existing Organizational Risk Management framework
3. Control, facilitate and consolidate Organizational Risk Register to report to senior management

4. Provide key support to facilitate the completion of the Residual Risk Assessment, working closely with the business units to identify key risks and controls, evaluate inherent and residual risks, and establish mitigation plans as needed
5. Identify and assess key operational risk areas and control gaps. Work with the business units to mitigate the risk and improve controls where necessary
6. Organize and facilitate Risk Committee and Operational Risk Committee in risk cartography process (bank's risk assessment exercise) to identify the key organizational and operational risk and coordinate validation meetings with business units to review the key risks which will affect their areas and will assess and ensure there are action plans in place

- **Outsourcing, New Product/Business check**

1. Reviewing outsourcing and third-party management related documents such as policy, procedure, manual, and outsourcing register to comply with the new MAS outsourcing Notice, Guidelines and related documents.
2. Ensuring, facilitating and supporting outsourcing process and framework are compliant with MAS Outsourcing Guidelines including consolidation of outsourcing reports to MAS
3. Support other departments in new and periodic third-party management reviews.
4. Facilitate and provide support in setting up New Product Committee to study/review new products or businesses

- **Business Continuity Management**

1. Review and maintain the BCM framework to ensure compliance with regulatory requirement.
2. Control, facilitate and consolidate BIA/BCP results from the business units
3. Plan, coordinate and conduct BCP test, including call tree exercise.

- **Branch Self Audit (BSA), Control Self-Assessment (CSA), Branch Manual List**

1. Managing Branch Self Audit
2. Managing Control Self-Assessment Framework/activities and report to Head Office (HO)
3. Managing a process to ensure Policies, Practice Guides and Procedures are reviewed and refreshed on a regular basis

- **Environmental Risk Management (EnRM)**

1. Maintain and develop a framework which appropriately manages environmental risks to meet expectations from the regulators with coordinating with related departments.

- **Others**

1. Assisting and supporting HO in all Organizational & Operational risk administration & projects deliverables
2. Responsible for projects as and when assigned. Mentoring junior staff.
3. Liaising with Head Office and MUFG
4. Any other ad-hoc assignment as required

Requirement

- Bachelor's degree holder
- Preferably with at least 4 years of relevant experience in organizational/operational risk management
- Possess good communication skills required to engage stakeholders, escalate issues in a timely manner to management for direction and resolution
- Proficient in Microsoft Excel
- Basic understanding of Financial Markets and Risk processes (from risk reporting through approval, through Post-approval monitoring)
- Has good understanding of risk management process and implementing process controls. Experience in

working/implementing such method

- Proficient in Japanese to liaise with Japanese counterparts & handle Japanese documentation would be advantageous but not mandatory

Competencies

- Should have an eye for details and process-oriented mindset to review processes
- Methodical, logical, analytically strong, thorough follow up and multi-task coordination skills
- Must be a team player with ability to work with cross functional, culturally diverse and geographically spread-out teams, hold good interpersonal skills and take leadership to achieve engagement and endorsement of organization and operational risk

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Company Description