

PR/096244 | Officer / Senior Officer, Organisation Risk Management

Job Information

Recruiter
JAC Recruitment Singapore

Job ID
1609261

Industry
Bank, Trust Bank

Job Type
Permanent Full-time

Location
Singapore

Salary
Negotiable, based on experience

Refreshed
November 17th, 2026 16:00

General Requirements

Minimum Experience Level
Over 3 years

Career Level
Mid Career

Minimum English Level
Native Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

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

JOB RESPONSIBILITIES

- **Organisational 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

  2. 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

REQUIREMENTS

- **Bachelor's degree holder**

- **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**
- **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**

We regret to inform that only shortlisted candidates will be notified.
We appreciate your understanding. Candidates requiring visa need not to apply.

EA: JAC Recruitment Pte. Ltd.
EA Licence: 90C3026
EA Personnel: R22109162
EA Personnel Name: Tan Wan Ting

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#countrysingapore

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Company Description