



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

募集職種

人材紹介会社

ジェイ エイ シー リクルートメント シンガポール

求人ID

1569045

業種

銀行・信託銀行・信用金庫

雇用形態

正社員

勤務地

シンガポール

給与

経験考慮の上、応相談

更新日

2025年12月16日 10:37

応募必要条件

職務経験

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ネイティブ

日本語レベル

無し

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項

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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会社説明