

## Job Description

Position:	<b>Supervisor, Operational Risk</b>
Department:	Operational Risk
Reporting to:	Deputy Head of Operational Risk
Location:	Headquarter

### I. Duties and Responsibilities

- Assist line manager to keep abreast and participating to review the operational risk management technique and industry standard related to ORM, LEM, FRM, and BCM and assigned tasks and practices for the development, amendment, and updating.
- Assist line manager to maintain documents (hard and soft) for those policies, guidelines, and processes in a secure manner and in accordance with the bank's policy.
- Take a lead BUs in performing risk assessment including RCSA, NAPRA, RRA, BCM risk assessment, and FRA.
- Support Incident Owner in reporting incidents in the Operational Loss Event Database.
- Assist line manager in preparing BCP exercise test.
- Perform on-site risk assessment at branch level and HQ level.
- Perform risk monitoring and issue risk dashboard.
- Assist line manager to prepare, review, and update the annual business and comprehensive plans and submit to the (Deputy) Chief/Risk Committee(s).
- Assist line manager in providing operational risk management awareness training.
- Attend external/internal meeting/workshops assigned by line manager.
- Assist line Manager in managing other related Operational risk management function requested or assigned.
- Other tasks as requested by line manager.

### II. Qualification

- Bachelor or Master's Degree in banking and finance accounting, or related field.
- At least 2 - 3 years' experience of the related field.
- Ability to work effectively individually and in a team.
- Ability to work under pressure.
- Good at problem solving and decision making.
- Strong commitment and integrity.
- Strong communication skill (Both written and oral).