

## Job Description

Position:	<b>Manager, Operational Risk</b>
Department:	Operational Risk Office
Reporting to:	Deputy Head, Operational Risk
Location:	Head Office

### I. Duties and Responsibilities

#### a. Frameworks, Policy, Guidelines and Processes

- Assist line manager in developing, revising, or updating Operational Risk Management (ORM), Internal Control System (ICS), Loss Event Management (LEM), Fraud Risk Management (FRM), and Business Continuity Management (BCM) policies, procedures, and other related regulations.
- Maintain documents (hard and soft) for those policies, guideline, and processes in the secure manner and in accordance with the bank's policy.
- 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.

#### b. Implementing, Monitoring and Reporting

- Work with Business Units (both branches and departments) to perform effective risk assessment to be aligned with ORM, ICS, LEM, FRM, and BCM policies and procedures, and bank's strategic and goals.
- Follow up and monitor the progress of actions taken responding to the pending loss events including near miss.
- Regularly monitor and promptly report for any breach or noncompliance which result in risk implications and propose for further action taken to line manager.
- Prepare and submit regular report to line manager.
- Go to visit branches for internal control reinforcement, process improvement and branch supporting.

#### c. Risk Management and Control Oversight

- Assist line manager in planning to reinforce Operational Risk Management (ORM), Loss Event Management (LEM), Fraud Risk Management (FRM), and Business Continuity Management (BCM) of the bank.
- Assist line manager to prepare training plan.
- Where applicable, assist line manager to make other planning for ad hoc project.

#### **d. Trainings**

- Prepare and update training materials related to Operational Risk Management (ORM), Internal Control System (ICS), Loss Event Management (LEM), Fraud Risk Management (FRM), and Business Continuity Management (BCM).
- Conduct trainings to branches, department, and other relevant stakeholders.

#### **e. Other Responsibilities**

- Attending external / internal meetings / workshops assigned by line manager with minute taking to line manager for the reference.
- Assist in preparing relevant materials and agenda for monthly and or quarterly risk committee meeting, Board of Directors and or other relevant meetings.
- Assist line manager in managing other related risk functions requested or assigned.
- Other tasks as assigned by line manager / Head.

## **II. Qualification**

- Bachelor, or Master's Degree in banking & finance or accounting.
- At least 3 years' experience of related field.
- Strong knowledge of Internal Controls, Audit, and Risk Management.
- Good at analytical skills.
- Good at problem solving.
- Strong commitment and integrity.
- Ability to work effectively individually and in a team.
- Strong communication skill (Both written and oral).
- Solid problem solving and decision making.
- Ability to work under pressure.