



Job Description

JOB TITLE	Senior Risk Officer
LEVEL/BAND	MM22
DEPARTMENT	Risk
DIRECT REPORT (JOB TITLE)	Business Continuity, Operational Risk and Insurance Manager

Overall Purpose of the Position

Assist with the research, articulation, promotion, implementation and upkeep of the Bank's Business Continuity, Operational Risk and Insurance Cover frameworks to ensure Bank preparedness (technical, procedural and resource complementary facets) against disruption in core Business Operations in line with the Bank's Risk Appetite Statement endorsed by the Bank's Board.

Operational Responsibilities

- Assists with the implementation of the enterprise risk solution within the Bank that enables stakeholders to document their respective risk posture in this register.
- Carries out specific tasks to identify industry traits within the fields of business continuity, operational risk and insurance considerations.
- Assists with the articulation, implementation (including simulations) and upkeep of the Bank's Business Continuity Plan.
- Carries out individually, or as part of a team, operational risk assessments in line with an operational risk framework.
- Assists with the process of collecting operational loss data, compiling the operational losses report and up keeping the operational loss database.
- Facilitates the identification and quantification of Bank wide operational risks and assists with the review of the processes in place to minimise and mitigate these risks in line with the Bank's risk appetite statement.

- Reviews modes of computing operational risk capital in line with the Bank's level of operational sophistication, corresponding risk profile, and within a cost-benefit framework.
- Maintains, under the direction of the line manager, a review plan to periodically assess the current insurance contracts the Bank maintains. Participates in negotiations with the insurers/brokers to ensure that the Bank's assets, liabilities and personnel are adequately insured against regulatory, professional, operational, financial, security and cyber risks.
- Compiles information required to process claims against insurance policies.
- Sits on committees and attends meetings when required and take minutes according.

General Responsibilities

- To submit any reports and/or participate in any projects and activities as may be directed from time to time.
- To ensure compliance with Bank's policies, guidelines and underlying procedures at all times.
- To perform standard office tasks including processing mail, answering phone calls, ordering supplies and filing.
- To perform any other duties that may be reasonably assigned.

Qualifications, Skills & Competencies

	SKILL	EXPERIENCE	QUALIFICATION
MANDATORY	<p>An understanding of Business Continuity and Operational Risk;</p> <p>Analytical and problem-solving abilities;</p> <p>Strong verbal and written communication skills;</p> <p>Organizational and multi-tasking skills;</p> <p>Team player, reliable, and can work on his/her own initiative.</p>	Two years' experience in banking operations, preferably in the fields of enterprise risk and/or business continuity domains and/or insurance.	First degree level of education in any of the fields of Banking/Insurance/IT/Management or equivalent specialised training
DESIRABLE	Knowledge of other risk domains and/or insurance	Practical experience in carrying out business impact assessments	Certification in Risk and/or Insurance