

Job Description	
<b>Position</b>	Manager, Business Continuity Management
<b>Department</b>	Risk Management
<b>Division</b>	Risk and Compliance

#### SUMMARY OF RESPONSIBILITIES

- To implement Business Continuity Management according to organisation Enterprise Business Continuity Framework and continues to improve organisation ability and capacity to react to any incident
- To ensure organisation Business Continuity Management Framework and related component; Business Continuity Plan, IT Disaster Recovery Plan, Crisis Management Plan and Emergency Response Procedure to be at par with regulatory requirement and industry best practice
- To be responsible for the implementation of the BCM Guidelines for Participants and to advise and monitor the implementation of the BCM Guidelines

#### KEY AREAS OF RESPONSIBILITIES

1. Business Continuity Management
  - Review, improve and implement enterprise-wide Business Continuity Management Framework and Manual
  - Ensure organisation BCM components; BCP, IT DRP, Crisis Management, Emergency Response Procedure in compliance with BNM BCM Guidelines, ISO 22301 Business Continuity Management and industry best practice.
  - Develop a comprehensive BCM plan for the organisation
2. Business Continuity Plan
  - Develop, implement and/or maintain the business continuity plan of the organisation
  - Conduct risk assessment and business impact analysis
  - Review business continuity and recovery strategies
  - Develop, conduct and implement related training and awareness programs
  - Plan and/or facilitate BC/DR tests and exercises in accordance to approved plan
  - Report to management and Board Audit and Risk Committee the results of the BC/DR exercises conducted by the organisation
3. IT Disaster Recovery Plan
  - Participate in IT disaster recovery plans
  - Engage, evaluate and review IT disaster recovery plans
  - Recommend improvements, where applicable, on the DR exercises that were conducted
  - Coordinate consolidation of IT DRP report for risk management reporting to management and Board Audit and Risk Committee
4. Crisis Management Plan (CMP) and Emergency Response Procedures (ERP)
  - Develop crisis, incident or emergency response procedures
  - Conduct and implement training and awareness programs
  - Plan and facilitate CMP and ERP training program

5. BCM Guidelines for Participants (BCM Guidelines)
  - Own, develop, enhance and review the BCM Guidelines for Participants to ensure that the document is relevant and current at all times
  - Act as the focal point to provide thought leadership and advisory on BCM/DR related matters in relation to the BCM Guidelines
  - Organise the DR-to-DR exercise at least once every three years for Retail and Card Services
  - Review Participants' compliance to the BCM Guidelines and advise Compliance team on the appropriate course of action on matters related to non-compliance to the BCM Guidelines by the Participants
6. Other:
  - Act as organisation BC coordinator with primary function to lead and implement BCM activities
  - Responsible as BCM Committee secretary handling a whole spectrum of BCM initiatives

## QUALIFICATIONS

### Minimum Qualifications

- Degree in Information Technology, Business Administration, Risk Management or other related discipline and minimum Certification in Business Continuity Planning Planner (BCCP) from BCM Institute or Associate Business Continuity Professional (ABCP) from Disaster Recovery Institute or its equivalent
- More than 8 years relevant experiences in operational risk management with focus on Business Continuity Management covering Business Continuity Planning and / or IT Disaster Recovery Planning
- Good understanding of Crisis Management Plan, Emergency Response Procedure and Health Pandemic Plan would be added advantageous
- Experience in handling end to end Business Continuity Plan activities from Risk Assessment to Testing and Exercising in banking environment

### Additional requirements

- Able to work under broad direction but is a self-motivated individual who is able to work independently. Has technical responsibility and accountability for work performed and decisions taken
- Must possess excellent interpersonal skills and able to communicate and manage relationship at all levels with business users, financial institutions, vendors as well as team members
- Willing to work during non working hours due to the nature of BCM Manager role where most of the BCM exercises may fall during non working hours
- Fluency in written and spoken English is essential for this position