

Job Description	
Position	Principal Risk Specialist, Projects
Department	Risk Management
Division	Risk & Compliance

SUMMARY OF RESPONSIBILITIES

- Enterprise Risk Management
- Innovation
- Fraud Management
- Project Management

KEY AREAS OF RESPONSIBILITIES

ENTERPRISE RISK MANAGEMENT

- Formulate and implement Enterprise Risk Management (ERM) for PayNet.
- Undertake risk assessment and risk mitigation for all business operations and support units to ensure that all major risks are identified and mitigated.
- Ensure that Risk Control Self-Assessment (RCSA) reviews are conducted effectively and comprehensively, on schedule with appropriate risk mitigation advice.
- Ensure PayNet has proper, systematic management and compliance with established policies, practices and procedures related to risk management.
- Establish risk manuals and maintain relevant documentation for audit and inspection.
- Identify potential risk event, loss or exposures (both financial and non-financial), evaluate or analyse these risk events and provide recommendations to Management on how to mitigate the potential impact and/or occurrence.
- Assist in identifying improvements in current systems, policies and strategies and take actions to mitigate emerging enterprise and related risks.
- Ensure regular and timely reporting to the management and/or the Risk Management Committee on the outcome of risk management activities undertaken.
- Keep abreast with the latest risk management practices and/or standards and proactively adapt these practices and/or standards where appropriate.
- Assist in cultivating an organisation wide culture of risk awareness and management.
- Members of Change Advisory Committee to ensure any system changes would not cause negative impact to operation and Incident Management Committee to ensure root causes are identified and action plan to prevent recurrence.
- Perform risk assessment and subsequent monitoring of significant projects
- Identify and monitor strategic risks and report to Management/Board risk.

INNOVATION

- Innovation Management Framework
 - Drive the development of the Innovation Management Framework, as well as continuous refinement of the innovation definitions, methodology and processes
- Innovation Agenda
 - Drive the Innovation Agenda within PayNet as well as across the PayNet ecosystem
 - Develop strategies, processes and mechanisms to effectively build awareness, promote ideation, and incubate innovation ideas
 - Monitor progress of Innovation projects and initiatives

FRAUD MANAGEMENT

- Fraud Reporting and Monitoring
 - Review, improve and implement fraud related monitoring that meets the expectation of internal and external stakeholders

PROJECT MANAGEMENT

- Special Projects
 - Drive and manage internal Risk & Compliance as well as cross-divisional initiatives and projects
 - Monitor the progress of the projects
 - Provide oversight over project tasks and activities

OTHERS

- Any other risk related area that is assigned by the Senior Principal Risk Specialist (Projects), Head of Risk Management and Director of Risk & Compliance.

QUALIFICATIONS**1. Minimum Qualifications**

- Degree in Risk Management, Information Technology, Business Administration or other related discipline.
- More than 5 years relevant experiences in operational risk measurement and management/ audit in an IT related environment.

2. Technical Qualifications

- Product Knowledge - Demonstrate effective working knowledge and understanding of the PayNet products, with the ability to apply said knowledge for effective and efficient execution of the assignments.
- Project Management - Demonstrate ability to effectively apply knowledge of Project Management for efficient execution and management of assigned tasks.
- Data analytics - Demonstrates ability to derive meaningful insights from data, with the ability to perform basic automation and analytical scripting, database administration, and data visualization.

3. Additional Requirements

- Sound Enterprise Risk Management principles and philosophy.
- Good knowledge of best practice standards for Risk Management, Business Operations and Information / Technology Operations and Processes.
- Strong conceptual and analytical thinking skills.
- Acts as an agent of change and stimulates others to change. Paves the way for needed changes; by taking calculated risks to derive maximum benefit.
- Good written, presentation and communication skills; able to prepare statistical and narrative reports.
- Must be flexible and be able to participate in multiple projects simultaneously.
- 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.