

Business Continuity Plan Personnel

Job Responsibilities:

- Participate in planning, development, implementation and maintenance of BCP Framework and its related components (Business Continuity Plan, Crisis Management Plan, emergency Response Procedures) to be compliant to regulatory requirements and benchmarked to industry best practices
- Assist in planning, coordinating, reviewing and maintaining BCM related info, results, documents and reports to ensure compliance to policy, standard and procedures
- Liaison with internal and external stakeholders on BCM matters, activities and exercises
- Assist in planning, coordinating and execution of BC/DR tests and/or actual events for each critical functional area of the organization
- Conduct post incident/exercise reviews and perform root cause analysis
- Prepare and deliver a post-test report detailing all successes and issues encountered
- Provide support and assistance to facilitate BCM awareness training for staff and preparing relevant reports to senior management
- Assist in recovery support and work as a team to ensure new equipment, facilities, services and systems are installed and other issue relates to BC and disaster recovery readiness are addressed
- Keep track on errors, problems occur along BC coordination up to resolution
- Handle administrative duties related to disaster recovery and business continuity and other ad-hoc assignments
- Provide assistance to ensure appropriate resources are in place to support all BCP initiatives and manage third parties engaged to support BCP efforts
- Carry out any other duties as assigned by management

Job Requirements:

- Candidate must possess at least a Bachelor's Degree in any field, preferably in Banking and Finance or equivalent from a recognized university
- Good command of English in both writing and speaking
- Good analytical skill
- Computer proficiency including relevant software / applications
- Proactively in problem handling and solving
- General knowledge of current BC planning methodologies and technologies
- General knowledge in stockbroking and Investment banking businesses and operations
- Able to work under the pressure of deadlines
- Detail oriented with good follow-through skills
- Able to work independently and in a team environment
- Organised and process-oriented