

6. Risk Manager

Job Summary:

The role holder to carry out all risk management that include regulatory, governance and compliance related activities and ensure compliance with the applicable laws, rules, regulations and standards. The role holder ensures compliance of processes, policies and products with the relevant external regulations, standards and requirements as well as internal guidelines and principles.

Job Responsibilities:

- Manage risks and compliance with regulatory and licensing conditions as well as other legal and governance requirements supported by available frameworks and resources from the broader TNB group that include:
 - TNB Risk Management Framework
 - TNB Risk Information System (TRIS)
 - TNB Investment Risk Assessment (TIRA) Guideline
 - ISO 31000:2018, Risk Management – Guidelines
- Support implementation of risk, regulatory, governance and compliance framework to monitor risk, including reporting and monitoring.
- Develop and prepare ALLO's risk management function through policies, SOPs, business processes, assessment, reporting and monitoring activities that include:
 - ALLO Risk Management Policy
 - Risk register, risk profiles, risk appetites, risk treatments, key risk indicators (KRI)
 - Risk maturity assessment
 - Risk assessment for investment and strategic initiatives
 - Risk management in Health, Safety, and Environment (HSE)
 - Risk Report
 - Statement of Risk Management and Internal Control (SORMIC) Declaration
- Mitigate legal, regulatory and compliance risks, through among other things:
 - Identification, tracking and monitoring of regulatory approvals/ notifications etc needed;
 - Preparation of submissions to secure/ renew/ maintain the relevant approvals, licences etc.;
 - Preparation of any responses to queries from regulators necessary to ensure regulatory compliance;
- Implementation of initiatives to ensure compliance and governance, such as data protection or anti-bribery policies, processes or procedures;
- Attend, participate, and prepare materials, paper works, analysis or reports of the relevant meetings that include:
 - Subsidiary Risk Management Working Committee (SRMWC) meeting
 - Allo Financial Investment Committee meeting

- Coordinate, support and work together with existing legal, project management and regulatory functions within ALLO and the TNB group on legal, regulatory, risk, audit, governance and compliance matters to ensure they are holistically and adequately are addressed.
- Engage with stakeholders, including management and internal stakeholders, to facilitate appropriate initiatives to coordinate risk, regulatory, governance and compliance approaches.
- Monitor risk, regulatory, governance and compliance developments and providing periodic updates.
- Assist with any other requirements determined by management to support the business.
- Ensure that all internal methods, systems, policies and procedures are adhered to;
- Manage all other risk, regulatory, governance and compliance related matters as and when requested by the company;
- Assist in general office administration and perform other ad-hoc administrative tasks as and when required; and
- Undertake other duties as may be reasonably requested by the Chief Executive Officer (CEO) / Chief Operating Officer (COO) / Head of Department (HOD).

KEY RESULT AREAS

- Risk monitoring, tracking and reporting
- Facilitating business teams to identify risks
- Responsible for risk, regulatory, governance and compliance – management, assessment and tracking
- Support of Regulatory Compliance and TNB Risk Management Framework
- Actively manage risk management related initiatives

Job Requirements:

- Minimum Bachelor's Degree or related field with minimum 5-8 years' working experience, preferably with some form of legal/ compliance/ risk/ audit background;
- Must be analytical, quick learner, adaptive, dynamic and able to grasp new issues quickly. Must be able to work independently and pro-active;
- Familiarity with ISO 31000:2018, Risk Management - Guidelines will be an added advantage;
- Strong organisation and communication skills; a conscientious and diligent worker;
- Ability to work together with various stakeholders and exercise good judgment, tact and diplomacy in engaging with management and business and operational teams;
- Understand commercial needs and broader business issues
- Strong analytical background, a problem solver and have excellent communication and presentation skills

Interested applicants are invited to submit a detailed resume stating qualification, expected salary, contact details, and recent passport-sized photograph (indicating the position applied for) to hr@allo.my. Only shortlisted candidates will be notified.