

# Manager – Business Continuity Management Group Risk Management

The job holder is responsible to promote and maintain an effective Business Continuity Management (BCM) Framework within the bank in accordance with the Integrated Risk Management Framework / Business Continuity Management Policies

## The Job

**Facilitate the Business Continuity Management Framework in the implementation of the following**

- ✓ Review and update the BCM Policy, Business Continuity Plan, Business Continuity Management Framework
- ✓ Manage and Coordinate with all Department Continuity Coordinators (DCC's) for their Business Continuity requirements
- ✓ Annually follow up for review/approval of the departments' Business Impact Analysis (BIA) and Business Continuity Plans (BCP) and update the Bank's Business Continuity Management (BCM) Framework as and when necessary
- ✓ Assist IT with the DR planning process and coordinate with all stakeholders to conduct BCP / DR drills and report results to CBSL
- ✓ Overlook Emergency Evacuation procedures with Security Management, First Aid Training and Pandemic Planning with HR
- ✓ Maintaining the Disaster Recovery Site for Business Continuity of identified Critical and Vital Departments
- ✓ Annual and Quarterly reporting to CBSL
- ✓ Any other work assigned by Head of Operational Risk

## The Person

- ✓ Full or part professional/academic qualification preferably in the field of Banking, Business & Commerce or other related field
- ✓ Certified Lead Implementer Professional for ISO 22301 Business Continuity Management Systems - British Standards Institute, would be an advantage
- ✓ Basic knowledge and understanding of the concept of Business Continuity Management and Planning, Health, Safety and Security is required
- ✓ A minimum of 07 years of banking experience out of which 5 years of experience in Business Continuity Management in a senior position
- ✓ Experience in Security, Risk, Compliance or Audit would be an added advantage
- ✓ Strong communication (both oral and written) and presentation skills
- ✓ Planning and organizing skills and strong interpersonal skills with ability to work with multiple Teams

Please login to <https://www.ndbbank.com/careers> to apply on or before **31<sup>st</sup> August 2023**

We will correspond only with the shortlisted applicants

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Vice President  
Human Resources



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