

## Risk & Governance Manager, HR

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Company: Mashreq

Location: Dubai

Category: healthcare-practitioners-and-technical

### Job Purpose:

██████████ Control Specialist is responsible for the overall risk management strategy of People & Intellectual Capital Group, including the assessment of internal controls within the group, compliance with the audit requirements, information security & data privacy and mitigation of operational risks.

The job holder is responsible for communicating risk policies and processes, providing hands-on development of risk models involving operational risk, assuring controls are operating effectively, and providing research and analytical support. He/she must have excellent quantitative and analytical skills, along with the ability to apply those skills across a variety of PICG business processes.

### Key Result Areas:

██████████ Design and implement an overall risk management process for the People & Intellectual Capital Group (PICG) across various locations.

Perform the Risk and Control Self Assessment(RCSA) for PICG different functions, analyse current risks and identify potential risks that are affecting the various functions within PICG and update the Risk Register on the RCSA system as and when required.

Create business continuity plans.

Conduct policy and compliance audits, including liaison with internal and external stakeholders such as Internal Audit Group (IAG), Compliance, Central Banks, Labour

Offices, etc.

Manages and responds to escalated queries related to clean desk policies, violation of existing policies, audit findings, and issues related to compliance, data privacy, etc.

Build risk awareness amongst staff by providing support and training within PICG Group.

Review and monitor the global and local SOPs and processes to minimise risk and control gaps. Work with the PICG leads to assess effectiveness of the existing processes and controls to ensure risk is mitigated, controls are effective and operational effectiveness.

Responsible for establishment, development and management of the testing plan and stakeholder training for the business continuity plan as part of the business continuity management team, ensuring appropriate risk mitigation plans are in place and operating effectively for PICG critical processes.

Manage the audit requirements, working with the Internal Audit Group and PICG team during the audit cycles, to ensure control framework aligns with current operational processes and where required, update controls, and support with audit findings closure.

Provide cross-departmental/cross-location consulting services to PICG Stakeholders, concerning the existing process changes/optimisation/improvements to ensure new processes add value to the organisation and are designed in compliance and efficiency in mind.

Collaborate with stakeholders including IAG, Compliance, and Information Security in reviewing and interpreting related internal policies and guidelines to ensure compliance.

Assist in PICG global reporting.

Assist in preparing Group Head and GCEO Dashboards on PICG related activities.

Maintain and periodically review the access registers across PICG (HRMS/Payroll/other Banking Systems/Shared folders/3rd Party websites/documents/personnel files etc).

Work closely with the functional heads in ensuring appropriate risk mitigation and implementation of controls across our HR Systems, will hence play a key role as part

of the project team responsible for the implementation/enhancement of the core HR Systems(Compensation Workbench, Payroll, Performance Management, Learning, Talent Acquisition etc.).

### **Knowledge, Skills and Experience**

College graduate with a minimum Bachelor degree in any field.

At least 5 years of experience of working in a large organisation preferably in HR Risk and Control

Strong written and verbal communication skills.

Excellent skills in MS Office

Good organisational capabilities and decision-making skills

Excellent data analysis, analytical skills and an eye for details.

Ability to understand broader business issues, and present complex information in a clear and precise manner.

Experienced in using HR Systems & reporting tools preferably Oracle Fusion HCM.

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