

SENIOR MANAGER / MANAGER – GOVERNANCE, RISK, COMPLIANCE & INTERNAL AUDIT

Job Responsibilities

- Manage Governance, Risk and Compliance (GRC) with regulatory and licensing conditions as well as other legal and governance requirements supported by available frameworks and resources from the broader TNB group.
- Support implementation of regulatory, governance, risk and compliance frameworks including reporting and monitoring.
- Develop and prepare ALLO's GRC management function through policies, SOPs, business processes, assessment, reporting and monitoring activities.
- Ensure the company adheres to legal standards and in-house policies.
- Enforce regulations in all aspects and levels of business as well as provide guidance on compliance matters.
- Develop the yearly audit plan and handle audit assignments, review audit paperwork and audit reports.
- Conduct follow-up on all audit assignments and work with the management to resolve issues that may have been identified through audit findings.
- Coordinate, interface, support and work together and ensure good interactions with the external and internal stakeholders such as external auditors, regulators, government agencies, law enforcement agencies, administrators, TNB Group (e.g. SMD, RMD, GIA), senior management (C-suite) and senior leaders and staff across various departments and functions within ALLO and TNB group on legal, regulatory, governance, risk, compliance and audit matters to ensure they are holistically and adequately addressed.
- Produce accurate and timely reports/papers of program status throughout its life cycle.
- Performs other related duties as assigned.

Job Requirements

- Candidate must possess at least a Bachelor's Degree in any discipline. Possess a professional certificate is an added advantage.
- Minimum 8 – 10 years of working experience in related field. Experience working in the public listed and telco industry would be an added advantage.
- Proven experience in Governance, Risk management and Compliance (GRC) and Internal Audit functions.
- Has a knowledge in managing a team and stakeholder management skills.
- Proven experience preparing reports/papers/presentation slides.
- Excellent presentation skills and public speaking abilities (communication skills).
- Strong interpersonal and communication skills as well as the ability to maintain professionalism under pressure.
- Able to demonstrate company values of integrity, collaborative, professionalism, customer centricity, forward thinking and mindfulness at all time.
- Competency in Microsoft Office applications including Word, Excel, PowerPoint and Outlook.
- Able to start work immediately would be an added advantage.