

SENIOR MANAGER, INCIDENT MANAGEMENT – Investment Bank

London - Permanent - 9th June 08

Salary: circa £60k base (£80-85k Package)

Andersen Steinberg have been asked to recruit an Incident Manager for a Leading Investment Bank. To maintain and develop a fully effective Incident Management framework to ensure the Group is able to respond to a wide spectrum of incidents. Co-ordinate the necessary action to ensure the Group's interests are protected in relation to staff safety, customer service, asset protection and protection of reputation and brand. Capturing learning and ensuring the delivery of action plans and PIR's is a key part of the role.

Further ensure a rigorous and pro-active approach is taken to Horizon Scanning and Threat Assessment, co-ordinating the input from across the security industry of our peers and provide analysis on this to inform the groups own strategic direction.

Professional/Regulatory Qualifications required to undertake role

Member of the BCI

Specialist Skills/Knowledge Required to undertake role

At least 5 years Incident Management experience; in a large organisation, security service or military.

For more details please contact Gabriel Terranova at gabriel@andersensteinberg.com

AVP, Group Operational Risk Management – Global Inv Bank

Singapore - Permanent - 9th June 08

Andersen Steinberg have been asked to recruit a AVP Group Operational Risk Management for a Leading Global Inv Bank.

Responsibilities

- Degree holder or its equivalent from a recognised tertiary institution;
- Minimum 5 years of experience in the financial industry with good knowledge of treasury and commercial banking products and processes;
- Experience in risk management or auditing would be a definite advantage;
- Strong analytical and problem solving skills;
- Team player with drive, initiative and ability to work systematically and independently;
- Effective communicator with strong interpersonal skills;
- Good written skills.

Requirements

As part of a team that is responsible for driving the implementation of operational risk management programs within the bank's business units, you will be required to:

- Facilitate business units' identification of operational risks and controls within their business processes and review their operational risk self-assessments. This includes the use of scenario analysis;

- Review and analyse reported operational risk loss events and key operational risk indicators;
- Review product programs and assist in ensuring that operational risks are adequately addressed prior to the launch of new products and services;
- Review business impact analysis (BIA) of business units to ensure that critical functions are identified for business continuity management;
- Monitor and track completion of actions to address identified control gaps and deficiencies;
- Provide advice and guidance to business units on operational risk matters;
- Review and provide recommendations on operational risk/control issues in relation to operational procedures and workflows;
- Promote awareness of operational risk through workshops or communication sessions;
- Participant in operational risk projects and initiatives.

For more details please contact Gabriel Terranova at gabriel@andersensteinberg.com

BCM Relationship Manager – Global Investment Bank

Japan – Tokyo - Permanent - 9th June 08

Andersen Steinberg have been asked to recruit a BCM Relationship Manager for a Global Investment Bank.

Job Description

The Relationship Manager (RM) is the leader of the business continuity agenda for the lines of business (LOBs) they support. They will partner with LOBs to ensure that effective plans are in place to recover essential business functions in the required timeframe.

The RM is responsible for monitoring the availability of recovery facilities (recovery sites, technology, work from home) and highlighting gaps and issues. The scope covers front office, operations and technology and requires interaction with the CFO, Business Managers, Business Continuity Coordinators (BCCs) and CTO/CBT/BCTs.

Partner with the business on regular review and update of BIAs. Ensure realistic Recovery Time Objectives (RTOs). Partner with the business to develop and regularly update BCP plans (using eBRAP). Plans must cater to all types of incidents, including a pandemic. Plans must be consistent with BIA & Technology RTOs.

RMs are responsible for quality checking plans to ensure they meet basic standards and cover all key requirements. Ensure all businesses have call trees (as part of their plans) and regularly test. Ensure Business & Technology plans are regularly tested. Ensure businesses have the necessary representation at tests. Ensure scripts and expected results are created and are of acceptable completeness and quality.

Coordinate user planning & execution, before & during tests. Work with Technology (BCTs) to ensure all LOB applications are tested annually. Partner with Technology (BCTs) to track any application gaps (re-certification, testing, capacity, etc.) and understand action plans. Facilitate crisis management process for RM's LOBs.

Ensure correct CMT members have been assigned and that they are fully briefed on process and responsibilities. Assist with internal & external testing and invocations. Produce monthly scorecards for each business area, with explanation of gaps & action plans. Distribute to senior LOB managers.

Required Skills

Strong client relationship & influencing skills. Strong negotiation and communication (verbal & written) skills which allow the RM to 'sell' the importance of business continuity & ensure regular tasks get done

within specified timeframes.

Able to work with business & technology at all levels. Strong personality who can break thru barriers and drive toward solutions. Strong analytical skills, allowing him/her to challenge. Ability to balance risks & costs. Good business and technology awareness. Strong team skills, as RMs need to work together and cover each other.

Ability to operate independently and show initiative. Responsible position in a business continuity function, a vendor management function or within an investment bank business, operations or technology group. Strong track record with proven success in relationship management or program management. In-depth experience of one or good experience of two relevant roles.

Broad understanding of one or many IB products, structures, and taxonomy. Broad understanding of technology & recovery strategies. Knowledge of training room & exchange technology.

Essential Skills

- Bilingual in Japanese/English

For more details please contact Gabriel Terranova at gabriel@andersensteinberg.com

Business Continuity Analyst – Global Inv Bank

China - Hangzhou - Permanent - 9th June 08

Andersen Steinberg have been asked to recruit a Business Continuity Analyst for a Leading Global Inv Bank.

Roles and Responsibilities:

- Assist the Business Continuity Manager to complete the Business Impact Analysis and to set up the backup strategy of the company.
- Formulate, review and update SSTC's Business Continuity Plan (BCP) and related documents according to the Head Office's policy and regulatory guidelines.
- Plan and coordinate various BCP tests, drills and exercises requested by the Head Office.
- Ensure implementation of Business Continuity policies and procedures throughout the local businesses.
- Measure and monitor compliance with BCP policies and procedures.
- Ensure an ongoing programme of BCP training to local business management teams.
- Promote awareness of business continuity to ensure local businesses have a greater understanding of their responsibilities; keep abreast of relevant laws and regulations, industry best practice and promote such best practice within local businesses.

Requirements:

- Bachelor degree or above.
- 2+ years working experience. Experience in BCP and computer related areas are preferred.
- Excellent writing skill in English is required; good oral communication skill in both Chinese and English is preferred.
- High computer literacy. Skilled in using excel, power point and other Microsoft office tools.
- Working experience in software development, general management or translation fields is preferred.
- Prudent and excellent analytical mind.
- Strong influencing skills.
- Demonstrate effective coordination skills and ability to work under pressure.
- Good understanding of technology and industrial best practice.

For more details please contact Gabriel Terranova at
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Business Continuity Associate – Global Insurance and FS group

Japan – Tokyo - Permanent - 9th June 08

Andersen Steinberg have been asked to recruit a AVP Group Operational Risk Management for a Leading Global Inv Bank.

Responsibilities

The Regional Business Continuity Management team manages and promotes the BCM program so that the group companies in Japan and Korea can be ready to immediately respond to a disaster and continue or resume the critical businesses within a pre-defined timeframe. The key responsibilities of the successful candidate include below:

- Coordinate the program
- Plan and deliver Regional Incident Management Team (RIMT) exercise
- Update rules and manuals
- Update and expand emergency communication tolls
- Plan and deliver BCM training and education
- Coordinate and support Business Continuity members across AIG companies in Japan and Korea
- Assist Regional Business Continuity Manager

Requirements

- Business Continuity Management project
- Practical jobs in the back office of life/general insurance or financial firms
- Minimum 3 year practical experience in consulting firms
- Basic skills in project management
- Presentation skills
- Good writing skills
- Bilingual in Japanese/English
- Proactive communication skills (good human relations skills)
- Good organization skills and the ability to get the job in time
- Creativity and flexibility
- PC skills (E-mail, Word, Excel, PowerPoint)

One of the below qualifications is a plus

- Beginner level of Business Continuity Manager determined by Specified Non-Profit Japanese Corporation, Business Continuity Advancement Organization (BCAO)
- Associate Business Continuity Professional (ABCP) or higher designation certified by U. S. Disaster Recovery Institute International (DRII)
- Associate of the Business Continuity Institute (ABCI) or higher designation certified by U. K. Business Continuity Institute

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Business Continuity Management (AVP) - Investment Bank

China - Shanghai - Permanent - 9th June 08

Andersen Steinberg have been asked to recruit a BCM AVP for a Leading Investment bank in Asia Pac.

Job Description:

Job Responsibilities:

- Develop standard templates for all Business Units to use in preparing for and maintaining the BCPs
- Centrally coordinate, advise, facilitate and monitor the development, exercise, maintenance and progress of Business Units' BCPs
- Review the Business Units' BCPs periodically to ensure their compliance with the Bank's BCM framework, methodology, policy and alignment of inter-dependencies
- Provide advice to Business Units on cost efficiency and effectiveness of the various BCP approaches
- Provide Critical Business Units with assistance and guidance on sourcing of alternate sites
- Provide relevant awareness training and education on the Bank's BCM framework to all Business Units.
- Ensure that Business Units achieve the Recovery Time Objectives stipulated in their BCPs during BCP exercises
- Develop, document and maintain the Crisis Management Plan of the Bank

Job Requirements:

- Strong sense of risk control and compliance
- Sound knowledge of banking products and operations
- Good practical experience in operational risk control with 3-5 or more years of relevant working experience, preferably in the finance and banking industry
- Results-driven and a team player
- Excellent interpersonal and report writing skills
- Diversified exposure
- Solid capability to coordinate the project bank-wide

For more details please contact Gabriel Terranova at

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Datacenter Operations Director - Global IT service provider

China - Beijing - Permanent - 9th June 08

Andersen Steinberg have been asked to recruit a Datacenter Operations Director for a Leading Global IT service provider.

Job Description:

Owner of group IT datacenter operations and responsible for the group's IT production environment and the achievement of SLA targets

Lead a team of staff to plan, organize and manage day-to-day operations to ensure the stable operation
Develop operational metrics and provide leadership for system improvements gleaned from these metrics
Develop capacity forecasting tools and develop plans to support growth of the organization
Work closely with other team members for global consistency strategy of all aspects of operations service delivery such as data centre operations, facilities management, processes and procedures
Enhance delivery of service through effective monitoring of systems, process improvement and problem prevention/resolution initiatives

Required:

Degree in Computer Science or related discipline

At least 10 years of experience in IT experience of which more than 5 years in technical and operational management experience

Experience in managing multiple data centers and developing the strategies used to maintain a highly available operational environment, which includes capacity planning and forecasting, disaster recovery and business continuity

Hands-on experience in operational process and procedures such as production control, scheduling and management of the data centre

Strong exposure to supporting enterprise applications on Dell, HP, IBM servers across Unix and Window environments

Fluent in English and Mandarin (written and verbal)

Skilled in negotiation, relationship management, conflict management and analytical skills

Communication skills and presentation skills to senior management

Preferred:

Certification in ITIL or knowledge of ITIL implementation will be a distinct advantage

Self-motivated, dynamic and result oriented

Strong customer service mind set

Broad Experience in the following

Microsoft Windows 2000/2003, Active Directory, NTFS

Microsoft Internet Information Server (IIS), Exchange, SQL Server, Sharepoint Server

Microsoft.NET Applications

Storage technologies

TCP/IP, WINS, DNS, WAN

J2EE and Unix environment

For more details please contact Gabriel Terranova at

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Risk Manager – International Brewery

London - Permanent - 9th June 08

Salary: circa £40k Travel: 90%

Andersen Steinberg have been asked to recruit a Risk Manager for a Leading International Brewery. The role operates across multiple markets in the developing and volatile economies of Africa and the Caribbean, as well as interacting at a global level with global functions and other supply centres. The responsibility covers 8 countries and 16 production sites for beer, spirits, RTD' s, malt and glass. The role includes ensuring compliance with diverse regulatory systems in various countries and setting and adapting standards as needed.

Responsibilities

To support the Technical Governance Director, IBS Supply Directors and site Risk Managers to ensure that appropriate and consistent risk management systems are in place across IBS' market remit, in order to protect the Brewery's brands, people and reputation. Similarly to work closely with the companies Global Supply risk management to ensure that risk management processes are aligned throughout the organisation.

1. Lead and Support License To Operate (LTO) activities across IBS (and its major stakeholders, e.g. Suppliers, third party contractors) to ensure IBS embed and sustain a culture of Compliance to all the companies Risk management standards including legal compliance.
2. Lead Companies Global Supply risk management initiatives an ensure they are entrenched across

3. Drive efficient Risk reporting and communication with supply centre and Global Supply
 - Business Continuity Planning (BCP)
 - Supply chain customs compliance, C-TPAT / AEO
 - Strategic Risk Footprint
4. Manage the development of the Risk and Quality Analyst, and the risk management capability of in-market resources (e.g. local Risk Managers)

Requirements

- Degree in relevant discipline
- Excellent knowledge of Companies, IBS and risk management processes and policies
- Strong analytical and problem solving skills
- Influencing without authority
- Change management skills
- Computer literate
- Proven track record in project, supply chain and/or risk management (2-5 years relevant experience)
- Broad brewery operational experience
- Broad business experience and knowledge
- Able to lead or work effectively in cross-functional teams
- ISO 9001 Lead Assessor certified
- Culturally sensitive and understanding the challenges facing developing countries.

Flexible working options

The position requires a considerable amount of business travel globally. Therefore the incumbent needs to manage the role effectively from a variety of locations.

For more details please contact Gabriel Terranova at gabriel@andersensteinberg.com

Andersen Steinberg. Global Risk & Resiliency Recruitment Specialists.