Job Vacancy: Senior Manager / Director, Business Continuity Management (BCM) Unit

Location: Cyberjaya
Department: Corporate Governance, Compliance & Risks, BCM
Reporting to: Chief Governance Officer

About The Role

The Head of Business Continuity Management (BCM) Unit is responsible to lead, develop, implement, and continuously improve the organisation's BCM framework to ensure the resilience and continuity of critical business operations during disruptions, crises, or disasters, in compliance with regulatory, governance, and international standards (e.g. ISO 22301).

_____

Key Responsibilities

1. BCM Governance & Framework

- Develop, implement, and maintain the organisation's BCM policy, framework, and procedures in line with ISO 22301 and organisational objectives.
- Establish BCM governance structures, roles, and responsibilities across departments.
- Ensure BCM integration with Enterprise Risk Management (ERM), Information Security, IT Disaster Recovery (DR), and Crisis Management.

2. Business Impact Analysis (BIA) & Risk Assessment

- Lead and coordinate Business Impact Analysis (BIA) to identify critical functions, recovery priorities, RTOs, and RPOs.
- Conduct BCM-related risk assessments to identify threats, vulnerabilities, and dependencies.
- Review and update BIA and risk assessments periodically or following major changes.

3. Business Continuity & Recovery Planning

- Develop, review, and maintain Business Continuity Plans (BCP), Crisis Management Plans, and recovery strategies.

- Ensure alignment between business recovery plans and IT Disaster Recovery Plans.
- Validate adequacy of recovery strategies, alternate arrangements, and resource requirements.

4. Testing, Exercising & Assurance

- Plan, conduct, and evaluate BCM exercises and simulations (e.g. tabletop, functional, and full-scale exercises).
- Track exercise findings, lessons learned, and corrective actions to closure.
- Support internal and external audits, assessments, and certification activities related to BCM.

5. Crisis & Incident Management Support

- Provide advisory and coordination support during incidents, disruptions, or crisis situations.
- Support activation of crisis management and business continuity plans during real events.
- Assist management in post-incident reviews and continuous improvement activities.

6. Awareness, Training & Capability Building

- Design and deliver BCM awareness programmes and training for management and staff.
- Build BCM competency across departments and promote a culture of resilience.
- Act as the subject matter expert (SME) for BCM matters.

7. Reporting & Continuous Improvement

- Prepare BCM reports, dashboards, and updates for senior management, committees, and the Board.
- Monitor BCM maturity, compliance status, and key resilience indicators.
- Drive continuous improvement initiatives based on assessments, audits, and incidents.

Qualifications

Bachelor's Degree in Business Administration, Risk Management, Information Systems, Engineering, or related field.

Professional Qualification and/or Regulatory, Licensing requirements

Professional certification (e.g., CBCP, CRM, CRISC, or equivalent), ISO 22301 Lead Implementer / Lead Auditor and IT Disaster Recovery–related certification are an advantage.

Relevant Work Experience

Minimum 5–8 years of relevant experience in Business Continuity Management, Risk Management, Information Security, or Crisis Management, with at least three (3) years in a leadership or supervisory capacity. Experience within regulated environments, the public sector, Government-Linked Companies (GLCs), or critical infrastructure sectors will be an added advantage.

Send your CV to hr@myid.my