

## Records Management and Data Privacy Analyst at Absa Bank Limited

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Company: JobWebKenya

Location: Kenya

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### Job Description

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Absa Bank Limited (Absa) is a wholly owned subsidiary of Barclays Africa Group Limited.

Absa offers personal and business banking, credit cards, corporate and investment banking, wealth and investment management as well as bancassurance.

### Job Purpose:

The job holder will be a member of ABK Information Risk Management Team responsible for implementing the Data Privacy and information risk program in ABK. The primary function of the role is to ensure information is protected effectively and consistently with its criticality. Also ensuring that Audit, Regulatory and Governance requirements are realized in the Bank.

### Key Accountabilities:

#### Accountability: 30%

Working together with and operating as a direct report to Information Risk Manager and working closely with LAM, Data Privacy, Risk and Project stakeholders.

Build and maintain effective relationships between the Information Risk function and local business areas.

Continuously support the development of IRM records management capability in line with needs and expectations. Find and share best practice.

Identify and assess key IRM risks and issues of significance.

### **Accountability 30%:**

Be a point of contact and give guidance to the business on Data Privacy and Records Management matters, being the custodian of Data Privacy and Records Management.

Understand and manage risks and risk events (incidents) relevant to the role.

Monitor compliance of policy and standards and drive the closure of gaps.

Use risk management principles to safeguard Data Privacy, and the confidentiality, integrity and availability of information in accordance with the bank's operating model and risk appetite.

Monitor and report on Key Risk Indicators.

Identify remediation activity and agree action plans with the business

### **Accountability 30%**

Carry out impact Assessments on new initiatives/projects the bank is running

Oversee records archiving and retrieval SLAs are adhered to

Act as a liaison between business units and records archiving centre

Ensure the electronic archival sheets are complete and retention schedules aligned to local/group policy requirements.

Ensure expired records have destruction approvals in place and coordinate destruction of records with the archiving centre.

Maintain accurate business list of records

### **Accountability 10%**

Perform any other duties as may be assigned by the information risk manager

Through the IRM manager, be accountable for IRM policy implementation across the business

### **Requirements**

#### **Education And Experience Required**

B-degree

years' experience, preferably in Information Risk Management.

**Knowledge and skills: (Maximum of 6)**

Risk Assessment

Records management

Related Data Privacy Laws and regulations

Information Management

Principles, practices, and techniques related to Information Risk Management.

Vendor Management.

**Competencies: (Maximum of 8 competencies)**

Deciding and initiating action

Learning and researching

Entrepreneurial and commercial thinking

Relating and networking

Adapting and responding to change

Persuading and influencing

Creating and innovating

Communication: Written and Spoken

Application Deadline – 17th May \*\*\*

**Education**

Higher Diplomas: Physical, Mathematical, Computer and Life Sciences (Required

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