Position Purpose

BNP Paribas has a presence in nearly 80 countries with over 180,000 employees. It ranks highly in its three core activities: Retail Banking, Investment Solutions and Corporate & Investment Banking.

In Asia Pacific, the BNP Paribas Group is a leading employer with 9,000 employees and a presence in 14 markets. Being one of the largest international banking networks, we strive to employ talented and innovative people who are aligned to our vision and culture.

Within CIB (Corporate and Institutional Banking), the Global Markets business line is recognized universally for its expertise and its know-how.

The mission of the Governance team is to develop a framework in order to address Management requirements in terms of analysis, reporting and follow-up of the activity.

Key Responsibilities

Project Management
- Manage the monthly project card meeting
- Global portfolio management Administration and Support (project creation, resources creation)
- Assist IT department on project governance (Projects Committee, Management Meetings, IT web portal, Org Chart, Mailing List, Project Methodology, Time-Tracking)
- Lead ad-hoc transversal projects mandated to Governance team

SLA Management
- SPOC for GM ITO on SLA topics
- Lead/Coordinate SLA process with various stakeholders, i.e. project managers, regional/local outsourcing committees, etc
- Advise on general policy and best practices and answer queries on SLA matters
- Maintain SLA inventories to ensure all documents up-to-date and in line with the approved governance framework
- Coordinate invoicing process
- PoA Maintenance

Department communication support
- Sharepoint admin
- Echonet, TV screen, etc
• Department event support

As part of governance team, the role may be required to support ad hoc governance tasks when required.

Specific Qualifications Required

Qualifications & Experience:
• University graduate or equivalent
• Experience in SLA workflow
• Experience in Banking Industry preferred

Essential Technical Knowledge / Skills:
• Fluent in spoken and written English
• Good comprehension, presentation & interpersonal skills
• Strong analytical skills
• Good MS office skills,

Other Value-added Experiences
• Previous PMO experience
• Proactive
• Able to work under pressure independently
• Desire to analyze, challenge & improve.
• Desire to explore digital solutions to improve working process

Application Method

Submit cover letter and CV to benedicte.ly@asia.bnpparibas.com as soon as possible.