

**Job Title : Assistant Manager, IT Security and Governance**

**OVERALL PURPOSE:**

Assistant Manager IT Security & Governance is responsible on leading the IT Security & Governance team to establish and enhance the information security policies, procedures and standards to align with the Regulator and International best practice such as NBC Technology Risk Mgt. Guideline, ISO27001, PCI, NIST etc. He also responsible for implementing and monitoring effective controls to protect bank and to ensure that all the bank systems are functional, secure and comply with the bank policies, procedures and standards.

**RESPONSIBILITIES:**

***I. Main Responsibilities:***

- ◆ To establish and maintain the information security program and strategy;
- ◆ To lead in developing and enhancing information security policy to meet the bank strategy and align with standard framework including but not limit ISO/IEC 27001 series;
- ◆ To lead the team to develop and enhance the Standard Operating Procedures to support the implementation of information security policy;
- ◆ To perform the gap analysis and risk assessment against the NBC Technology Risk Management Guideline and other various standard including but not limit to ISO/IEC 27001 series, CIS Security Framework, PCI, NIST;
- ◆ To lead for Swift CSP Compliance Project;
- ◆ To develop and manage the vendor risk management program for new project initiation;
- ◆ To monitor compliance of Information security policies and procedures among employees, contractors, alliances, and other third parties;
- ◆ To lead the team to produce the monthly security related reports.

***II. Others:***

- ◆ To develop and implement Information Security awareness program including Training, Cyber Security Sharing, Awareness Testing to all staffs to achieve the strong security culture throughout the bank for ensuring that staff able to understand the risk and avoid accordingly;
- ◆ To coordinate or act as a liaison between technology related departments and internal auditor/external auditor, compliance entity and/or Regulatory effectively;
- ◆ To provide consultation to Internal IT Security Team and staff on cyber security related matter;
- ◆ To handle tasks assigned by Line Manager.



## QUALIFICATIONS REQUIREMENTS:

### *I. Experience*

- ◆ At least 2-4 years working experience in IT Governance, IT Auditing and Assurance or other Related field;

### *II. Skill*

- ◆ Bachelor in of Information Technology, Information Security, or related field;
- ◆ Holding security related certification in CISSP, CISM, COBIT, ITIL, CISA or equivalent is a plus;
- ◆ knowledge of a wide range of Information Technology and Digital systems and a deep understanding of the inherent security risks associated with these technologies;
- ◆ Understanding of NBC Technology Risk Management Guideline, ISO/IEC 27001 series, NIST, PCI DSS...
- ◆ Experienced in quality inspection, auditing, and testing

### *III. Aptitude*

- ◆ Positive attitude towards learning and development demonstrated by a record of continuing professional development.
- ◆ Self-confident and able to work under pressure.
- ◆ Ability to manage time & priorities appropriately and work under pressure and tight deadlines.
- ◆ Good verbal and written communication skills and able to communicate effectively at all levels.
- ◆ Honesty, reliability, and a commitment to strict confidentiality.

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