

## ***Position Description***

Position Title	Information Security Officer
Reporting to	Head (Information Technology)

### ***1.0 Overall Purpose of the Position***

To be responsible for the detection, protection and reaction capabilities and to ensure that they are incorporated in information systems. Furthermore, the Information Security Officer should conduct IT research and development activities as well as provide advice and guidance on security control requirements, promoting IT security awareness throughout the Bank. This also includes articulating and promoting IT policies, standards, guidelines and procedures.

### ***2.0 Main Responsibilities***

#### IT Governance

- To develop IT policies, standards, procedures and guidelines in accordance with best professional and industry practice.
- To raise awareness and educate Bank staff members on IT policies, standards, procedures and guidelines.
- To monitor compliance with IT policies, standards, procedures and guidelines.
- To lead the IT Policies and Standards Working Group.
- To keep updated with current standards and regulations in relation to compliance and certification.

### Information Security

- To prepare and maintain an information security strategy and plan.
- To carry out security control reviews and information security assessments to ensure compliance with the Bank's policies, standards and guidelines.
- To manage all information security projects, that includes, project management, quality management and budgetary control.
- To develop and implement systems audits, recovery methods and procedures.
- To monitor and support data confidentiality, systems integrity and systems reliability.
- To provide administrative and technical assistance on all information security related projects.
- To monitor and test that information is secure from unauthorised access and inappropriate alteration.
- To focus on tackling and monitoring the main security risks and threats by using advanced techniques and systems in line with the business requirements of the Bank.
- To draft and assist in the implementation of IT business continuity plans.
- To manage and deliver an information security awareness programme.
- To investigate any breaches in IT security systems.
- To provide advice and expertise on information security related issues.

### IT Research & Development

- To plan, direct and manage an IT Innovation Programme.

- To plan, manage and execute an IT Research & Development programme.
- To perform any other duties which may be assigned from time to time.

### ***3.0 Knowledge and Skills***

- Must have an understanding of firewalls, access control, authentication and authorization systems.
- Must have an understanding of vulnerability assessment and penetration testing techniques.
- Must have a good knowledge of networking, software, operating systems, database, internet and server technologies.
- Must have experience with systems such as intrusion prevention detection, web filtering and e-mail.
- Must have a good understanding of software development and knowledge of programming / scripting language such as VBscript, Python, C#, C++, Pearl, XML or Bash scripting.
- Must have good project management capabilities.
- Must have good organisational, writing, communication and presentation skills.
- Must have good research capabilities and keep abreast with the latest technical development in the industry.
- Must have a proactive and innovative approach to work.