

Terms of Reference

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Owner	Pensions Administration and Technology	Version	V2
Classification	Internal	Author	Shiufa Hussain
Effective Date	23 December 2020	Authorized by	CEO

Post: Information Security Officer

Post Type: Permanent (Initial contract shall be 1 (one) year. The contract will be changed to a permanent contract on successful completion of performance appraisal at the end of year 1.)

Classification: Assistant Manager Gr. 1

Rank: MM3

Division: Pension Administration and Technology

Reporting Relationships

The information Security officer will report directly to the Chief Technology Officer (CTO) and the Innovation and Technology Committee (ITC), and is expected to work closely with team members of the Data and Application Department.

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Overall Responsibilities

The Information Security Officer will be responsible for ensuring the information security compliance of the Pension office and report all the security aspects and the status of their implementation to the ITC.

Specific Duties

- Develop the risk assessment methodology and risk acceptance criteria;
- Maintain the Statement of Applicability;
- Ensure risk registers are developed, updated and maintained, residual risks are identified and risk mitigation action plans are developed by the respective process owners;
- Centrally maintain divisional risk registers of Information Security Management System (ISMS) while coordinating activities between ITC;
- Initiate protective and corrective measures while ensuring the implementation of Information Security risk remedial action plans for Information Security risks/incidents;
- Create and distribute security incident response and escalation procedures;
- Develop, update and maintain Information Security policies, standards, procedures and templates that provide adequate business information/application protection without compromising the core business requirements;
- Act as a single point of contact for all inquiries from other Pension Office departments, partners, vendors and the general public regarding Pension Office ISMS;
- Act as a single point of contact when dealing with law enforcement agencies while pursuing the sources of network attacks and information theft by employees or other external entities;
- Act as a single point of contact to report, record, investigate and escalate Information Security incidents and events to the ITC;

John Gnanan



- Evaluate Information Security needs considering Pension Office strategic business objectives, identify risk factors, and determine solutions for risk mitigation including recommendations on new security products to be implemented across Pension Office;
- Lead all major initiatives undertaken to enhance Information Security within the scope and boundaries of the ISMS and guide relevant teams in the information security related activities;
- Provide relevant Information Security insights to system acquisition, development, testing, integration, implementation, post implementation support, phases of projects, system changes, decommissioning of systems and other IT Operational activities;
- Review the selection, testing, deployment, and maintenance of Information Security hardware, software products and outsourced arrangements;
- Provide relevant information security briefs to ITC periodically and awareness training to all key staff within the scope and boundaries of the ISMS;
- Coordinate and facilitate independent internal/external reviews of the ISMS on a periodic basis;
- Conduct periodic reviews and provide oversight to media movement, logical and physical access control processes and monitor on-going compliance with security standards;
- Ensure the timely resolution of all issues and questions regarding responsibilities for Information security management that relate to achieving and maintaining full compliance with the Information Security Policies and Procedures;
- Report the Information Security posture and potential high risk issues to the ITC periodically;
- Communicate the importance of achieving Information Security objectives, conformance to Information Security policies, standards, responsibilities and obligations as well as the need for continual improvement of the Information Security program;

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Minimum Qualifications / Work Experience

- A Bachelor's Degree in computer science or a technology related field.
- A professional certificate in Information Security or a related field
- Minimum 3 years of working experience.
- Priority would be given to a personnel with the knowledge of various information security frameworks.

Desired Skills and Competencies

- Excellent and effective communication skills, including the ability to prepare the technical analysis and reports; and deliver presentations.
- Excellent analytical and quantitative skills with computer proficiency.
- Excellent organizational, time management and strong interpersonal skills with a desired leadership;
- Ability to multitask, to work flexibly and meet tight deadlines;
- Attention to details and proven ability to work independently and effectively with minimum supervision.

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