

Job Description

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| Position: | Senior Officer, IT Security Assurance |
| Department: | IT Security and Compliance |
| Reporting to: | Manager, IT Security Assurance |
| Location: | Head Office |

I. Duties and Responsibilities

- Assist in ensuring the Bank complies with NBC-TRMG, PCI DSS, SWIFT CSCF, ISO 27001, and other relevant standards.
- Assist in internal and external audits by preparing documentation and evidence.
- Track audit findings and follow up with relevant teams to ensure timely closure.
- Monitor compliance status and report any gaps to the Supervisor or Manager.
- Conduct periodic user access reviews for IT security systems.
- Support risk assessments for systems, projects, and changes.
- Assist in identifying control gaps and recommending improvements.
- Support IT Security Awareness programs and training activities.
- Perform other IT security tasks assigned by the line manager.

II. Qualification

- Bachelor's degree in information technology, Computer Science, or a related field
- Minimum 2 years of experience in IT security, audit, risk, or compliance.
- Experience with NBC-TRMG, PCI DSS, SWIFT CSCF, and ISO 27001 is preferred.
- Experience supporting audits, assessments, and compliance activities.
- Basic experience in risk assessment, and security control reviews.
- Experience in reviewing IT security policies and procedures is an advantage.
- Good knowledge of compliance, risk management, and IT security practices.
- Familiarity with NBC TRMG, PCI DSS, SWIFT CSCF, and ISO 27001.
- Strong analytical and problem-solving skills.
- Good verbal and written communication skills.
- Ability to work independently and as part of a team.
- Good attention to detail and accuracy.
- Basic understanding of audit and compliance processes.
- Ability to manage multiple tasks and meet deadlines.
- Attention to details and accuracy.