

Job Description

Position:	Supervisor, IT Security Assurance
Department:	IT Security and Compliance
Reporting to:	Manager, IT Security Assurance
Location:	Head Office

I. Duties and Responsibilities

- Ensure the Bank follows NBC-TRMG, PCI DSS, SWIFT CSCF, ISO 27001, and other relevant standards.
- Develop, update, and maintain IT security policies, procedures, and guidelines.
- Monitor compliance with IT security policies across the Bank.
- Develop and check security baseline configurations for servers, operating systems, databases, applications, and networks.
- Support internal and external audits by preparing documentation and evidence.
- Track audit findings and ensure IT teams implement required actions.
- Act as the centralize point between IT division and external stakeholders (second line and third line of defence).
- Follow up on compliance gaps with teams until resolved.
- Conduct regular user access reviews for IT security systems.
- Prepare reports and presentations on IT security compliance for management.
- Help with risk assessments for systems, projects, and changes.
- Suggest improvements to strengthen controls, reduce risks, and follow best practices.
- Follow up on security incidents and assist in investigations.
- Develop and deliver IT Security Awareness training to staff.
- 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 3 years of experience in IT security, audits, risk, or compliance.
- Experience with NBC-TRMG, PCI DSS, SWIFT CSCF, and ISO 27001.
- Experience supporting audits, assessments, and compliance activities.
- Experience in risk assessment, vulnerability checks, and security control reviews.
- Experience in creating or reviewing IT security policies and procedures.
- Ability to prepare reports and presentations for management.



- ISO/IEC 27001 Lead Implementer (LI) or Lead Auditor (LA) certification, or other relevant certifications, is an advantage.
- Good knowledge of compliance, risk management, IT governance, and auditing.
- Familiarity with NBC TRMG, PCI DSS, SWIFT CSCF, ISO 27001.
- Strong analytical and problem-solving skills.
- Good verbal and written communication, able to present to senior management.
- Strong negotiation and teamwork skills.
- High attention to detail and accuracy.
- Ability to lead or coordinate projects or teams.
- Self-motivated and can work independently.
- Familiar with security awareness programs, change management, and risk frameworks.
- Able to manage multiple tasks in a busy environment.

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