

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

- Develop and maintain IT security policy, procedures, guidelines.
- Ensure compliance with appropriate IT Policy, procedures, guidelines.
- Develop and validate security baseline configurations for critical server operating systems, database, applications, and networking and telecommunications equipment.
- Conduct gap assessment and analysis for the effectiveness of the security control on various components including network, server, virtualization technology, application development, change management, information classification, risk management, business continuity, and incident response.
- Monitoring and document physical and logical security access.
- Periodic user access review for critical systems and applications.
- Create reports and presentations regarding IT security compliance.
- Maintains quality service by establishing and enforcing organization standards (Change/patch/Incident/request management etc.)
- Assist on the tracking of audit findings and respective compliance as committed by various units in IT Division.
- Assist in the annual testing and review to assess risks on the network and infrastructure and recommend necessary changes to ensure security and business continuity.
- Follow-up the reporting of security incidents and assist in the investigation of such to achieve proper solutions.
- Develop and provide IT Security Awareness Training to staff.
- Perform other IT security tasks assigned by line manager.

II. Qualification

- Bachelor's degree of IT, Computer Science, or another related field.
- 3+ years information security assurance, security audit, risk advisory experience.
- Working knowledge of anti-malware, vulnerability management, intrusion detection/prevention systems, end point security and access management.
- Have a good understanding of networking and routing protocols, including TCP/IP.
- Proven experience in Unix / Linux system administration.



- Knowledge of IT security auditing processes.
- Knowledge of NBC Technology Risk Management Guideline.
- Good in analytical skills.
- Good verbal and written English skills to present to senior management.
- Good negotiating, influencing and conflict management skills.
- Good verbal & written communication skills, as well as excellent listening and interpreting skills.
- Self-starter and with team leading experience.

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