

Job Title	Information Security Project Manager		
Department	Risk	Job Grade	
Position Description/ Job Purpose			
<ul style="list-style-type: none"> To be responsible for <u>managing</u> end to end <u>ownership</u> of assigned projects to implement <u>new</u> information security [InfoSec] related <u>projects/</u> systems within the Bank. To ensure that the on-time delivery of information security projects by coordinating with different teams like Risk, IT, Infrastructure, PMO and other. 			
MAJOR AREAS OF RESPONSIBILITY			
<ol style="list-style-type: none"> Must have working knowledge of Risk Assessment, Vulnerability Assessment, Penetration Testing, Application Security, Baseline Review, Business Continuity Planning (BCP) and Disaster Recovery (DR). Must be able to translate information security requirement into business needs and vice versa. Should be able to explain the VAPT findings to technical and non-technical teams. Should be able to track and coordinate with different teams to close the risk identified during VAPT exercise. Must have <u>a solid</u> understanding of Information Security Standards and compliance like ISO 27001, PCI DSS, OWASP, NIST, SANS and CIS. Must have experience with creating information security project RFPs. Should be business driven with a thorough and proven understanding of Banking activities and products. Responsible to undertake structured analysis of vendor proposals for the supply of new InfoSec solutions in close collaboration with the concerned business unit(s). Responsible for the execution of projects to implement selected new InfoSec systems. Responsible for the preparation of a plan for the complete project lifecycle of assigned projects and for the update of these plans during that lifecycle. Accountable for managing the allocated budget for assigned projects and reporting budget utilization. Responsible for the identification and management of project risks for each assigned project(s). Responsible for the recording and managing of business area and technical issues in each of the assigned projects. Responsible for coordination of required business area resources needed for the completion of assigned projects. Strict adherence to PMO framework and full compliances with PMO processes. Must be able to prepare project status update presentations and present to senior management and project stakeholders on need basis Should be able to draft Information Security Awareness Newsletters and training materials. 			

JOB REQUIREMENTS

Broad knowledge and experience in: Information Security and Project Management

Excellent skills in: Communication, Presentation & Influencing

Demonstrated ability to: Team working, Perform under strict timelines

General knowledge of: IT and project management standards including PMI framework

COMPETENCIES

Behavioral Competencies

- Accountability.
- Communication.
- Creativity & Innovation.
- Initiative.
- Team work & Cooperation.
- Judgment and Decision Making.
- Teaching others.
- Team Leader.

EDUCATION AND EXPERIENCE

Degree or equivalent experience: Bachelor's Degree or equivalent.

Years of experience: 8+ years' experience in the Banking / Information Security activities and Project Management

Certifications : PMP, CISSP, CISA , CISM, [ISO 27001 LA/LI and PCI DSS related certifications](#)

APPROVALS

Acknowledged By	Approved By	