



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF ADDITIONAL DIRECTOR IT SECURITY & COMPLIANCE (LUMP SUM RS. 175,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (71H2021).**

### **MAIN RESPONSIBILITIES AND TASKS**

1. Oversee the implementation, enforcement and monitoring of Information Security policies across the organization.
2. Communicating Up, Down, and Across All Levels of the Organization.
3. Provide Information Security awareness training to organization personnel.
4. Assess current technology architecture for weaknesses and suggest possible improvement.
5. Monitoring Compliance with Information Security Policies and Procedures.
6. Manage Information Security projects as assigned, including the evaluation of any new applications and vendors for IT security adequacy.
7. Implement and oversee technological upgrades, improvements and major changes to the Information Security environment.
8. Liaison with MSSP's.
9. Oversee internal and third-party Information Security audits.
10. Maintain relationships with outside security firms that can assist with compliance audits and 3<sup>rd</sup> party security reviews.
11. Serve as focal point of contact for the Information Security team and the organization.
12. Drive the company's HITRUST assessment process.
13. Must have good written and verbal communication skills.
14. Any other related task assigned by higher authorities.

### **Skills Required.**

Must have exposure of deployment and management of SOC, Solid understanding of Information Technology, Information Security, Information Security Audit and Risk Management, penetration testing and vulnerability scanning techniques. Investigate security breaches and other cyber security incidents. Must have strong knowledge of Application, Database and Network Security. Familiarity with Security Regulations and Standards.

### **REQUIRED QUALIFITIES/DISPOSITION AND PRIORITY OF PERSONALITY TRAITS**

1. Leadership Qualities.
2. Administrative Ability.
3. Communication Skills.
4. Decisiveness.
5. Writing Skills.

-----END OF DOCUMENT-----