



# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE POST OF DEPUTY DIRECTOR (IT SECURITY & COMPLIANCE) (LUMP SUM RS. 120,000/-) IN PUNJAB LAND RECORDS AUTHORITY CASE NO (72H2021).**

### **MAIN RESPONSIBILITIES AND TASKS**

1. Manage Information Security projects as assigned, including the evaluation of any new applications and vendors for IT security adequacy.
2. Implement and oversee technological upgrades, improvements and major changes to the Information Security environment.
3. Preventing Hacker Intrusion.
4. Discovering Vulnerabilities in Information Systems from time to time.
5. Analyzing Security System Logs, Security Tools, and Data.
6. Improve Security Efficiency.
7. Evaluating and Deconstructing Malware Software.
8. Ensure Compliance with Information Security Policies and Procedures.
9. Communicate Information Security goals and new programs effectively with other department managers within the organization.
10. Oversee internal and third-party Information Security audits.
11. Maintain relationships with outside security firms that can assist with compliance audits and 3<sup>rd</sup> party security reviews.
12. Save as a focal point of contact for the Information Security team and organization.
13. Must have good written and verbal communication skills.
14. Any other related task assigned by higher authorities.

### **Skills Required.**

Solid understanding of Information Technology, Information Security Audit and Risk Management, penetration testing and vulnerability scanning techniques. Investigate security breaches and other cyber security incidents. Discover Vulnerabilities in Information Systems. Maintaining Security Records of Monitoring and Incident Response Activities. Responding to Requests for Specialized Cyber Threat Reports.

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

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

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