



# INDO ZAMBIA BANK

## EMPLOYMENT AND CAREER DEVELOPMENT OPPORTUNITIES

Indo Zambia Bank Limited, a commercial bank that has been operating in Zambia since 1984, with a branch network of 37 branches and 7 agencies across the country, the bank has exciting career opportunities for individuals seeking to grow in the banking and financial services sector.

### IT DEPARTMENT

#### 1. HEAD – INFORMATION TECHNOLOGY \* 1

##### Job Purpose

The Information Technology Department is a strategic enabler of the Bank's operations, ensuring seamless integration of technology with business objectives. This is a Senior Management role responsible for defining and implementing the Bank's IT strategy in alignment with corporate goals, managing IT infrastructure, solutions, and operations, and ensuring compliance with regulatory and security standards. The position oversees IT risk management of the Bank, vendor relationships, and drives innovation to support digital transformation initiatives while ensuring system uptime and security.

Under the supervision of the Managing Director the following are among the key responsibilities:

##### **Key Responsibilities**

##### IT Leadership and Strategy

- Define and implement the Bank's IT strategy in close alignment with management objectives and Board directives.
- Conduct the Bank's IT affairs in an effective, responsible, and ethical manner consistent with strategic plans.
- Implement policies and strategies approved by the Board and communicate them to relevant staff.
- Prepare and manage the annual IT budget, ensuring cost optimization and monthly review/reporting.
- Provide the Board and shareholders with timely and relevant IT reports, including IT status updates.
- Ensure successful roll-out of IT projects within agreed timelines and budgets.
- Maintain sufficient IT staff and develop annual Learning & Development and Performance Appraisal plans for direct subordinates.

##### IT Operations and Infrastructure

- Ensure 100% system uptime and overall monitoring, follow-up, expansion, and management of the Bank's IT portfolio.
- Guarantee delivery of IT infrastructure, solutions, and operational services, including continuous improvement initiatives.
- Manage in-house development of IT solutions in line with Enterprise Architecture principles.

- Oversee deployment of global IT solutions and ensure compliance with related local regulations.
- Extend guidance to branches and Head Office departments on IT-related matters.
- Introduce new IT products and digital solutions to enhance banking operations.

##### Compliance and Risk Management

- Ensure adherence to Enterprise Architecture, Information Technology, and Information Security principles, policies, and standards.
- Guarantee compliance with Bank policies, standards, procedures, and local legislation/regulations, including IT provisions in the Banking and Financial Services Act and directives from the Bank of Zambia.
- Conduct revolving reviews of IT-related business risk areas and implement mitigation measures.
- Define and implement IT continuity plans and related procedures.
- Ensure security of IT infrastructure and compliance with software licensing requirements.

##### Performance and People Management

- Manage IT team performance and oversee Information Security office reporting to the Managing Director.
- Obtain, develop, and maintain staff capable of achieving IT function goals and supporting strategic objectives.
- Foster collaboration across all levels of the organization to optimize business processes.

##### Required Skills and Attributes

- Strategic and operational planning and control.
- Strong leadership and decision-making abilities.
- Excellent negotiation and vendor management skills.
- Knowledge of banking solutions, digital channels, cybersecurity, and procurement processes.
- Ability to align business and technology in financial services.

##### Qualifications and Experience

- Bachelor's degree in computing, Information Technology, Information Systems, or related field.



## EMPLOYMENT AND CAREER DEVELOPMENT OPPORTUNITIES

- MBA or equivalent is an added advantage.
- Minimum 12 years' experience heading and managing the IT department's operations, infrastructure and information security in a financial institution.
- Professional certifications such as, COBIT, ITIL, ISO, or other relevant IT certifications.
- Familiarity with banking solutions, digital product integration, and cybersecurity.
- Willingness to travel internationally.
- Must be a full Member or fellow of ICTAZ

### 2. IT INFRASTRUCTURE MANAGER \* 1

#### Job Purpose

The IT Infrastructure Manager will be responsible for the design, implementation, and management of the organization's IT infrastructure, including Data Centre environments, virtualization platforms, cloud services, enterprise networks, and security architecture. The role requires strong hands-on technical capabilities combined with leadership, vendor management, stakeholder communication, and end-user support management. The ideal candidate will bring real-world experience in enterprise-grade infrastructure and will drive continuous improvement, resilience, security, and scalability across the IT environment.

#### **Key Responsibilities**

Under the supervision of the **Head IT** the following are among the Job Key Responsibilities:

- Infrastructure & Data Centre Management
- Oversee the planning, deployment, monitoring, and maintenance of Data Centre facilities, servers, storage systems, and related infrastructure.
- Ensure high availability, redundancy, capacity planning, backup and disaster recovery readiness.
- Implement and maintain infrastructure standards, documentation, configurations, and lifecycle management.

#### Virtualization & Cloud Services

- Manage VMware environments including ESXi, vCenter, vSAN, HA/DRS configurations, and VM resource provisioning.
- Lead adoption and optimization of cloud platforms (e.g., Azure, AWS, VMware Cloud, private cloud).
- Develop hybrid cloud strategies and migration roadmaps where applicable.

#### Enterprise Network Management

- Design, implement, and support enterprise switching, routing, firewalls, load balancing, VPNs, and SD-WAN technologies.
- Ensure network reliability, performance monitoring, capacity planning, and fault resolution.
- Maintain strong security posture and manage key network security tools.

#### Endpoint & Security Management

- Implement and manage endpoint security tools such as EDR/XDR, antivirus, encryption, DLP, patching and hardening.
- Work closely with Information Security teams to enforce security standards and compliance requirements.
- Ensure device security baselines and vulnerability remediation.

#### Vendor, Licensing & Contract Management

- Manage relationships, SLAs, service contracts and performance reviews with hardware, software, telecom and cloud vendors.
- Conduct vendor assessments and ensure cost-effective service delivery in line with IT strategy.

#### End-User Support Leadership

- Oversee the IT service desk function to ensure responsive and high-quality support to staff.
- Implement ITIL-based incident, problem, and change management processes.
- Mentor and coordinate support teams to improve service experience and productivity.

#### Team Leadership & Communication

- Provide leadership, coaching and performance management to infrastructure and support teams.
- Communicate effectively with both technical and non-technical stakeholders.
- Prepare reports, presentations, and strategic proposals on infrastructure status, risks, and improvements.

#### REQUIRED SKILLS AND ATTRIBUTES

- Strategic thinking and execution.
- Leadership and team development.
- Risk management and compliance expertise.
- Stakeholder engagement and collaboration.



# INDO ZAMBIA BANK

## EMPLOYMENT AND CAREER DEVELOPMENT OPPORTUNITIES

- Advanced technical proficiency in infrastructure, networking, and security.
- Strong analytical and problem-solving capabilities.
- Excellent communication and presentation skills.
- Adaptability to emerging technologies and business needs.

### QUALIFICATIONS AND EXPERIENCE

- Bachelor's degree in Information Technology, Computer Science, Engineering, or related field.
- Professional certifications preferred (e.g., VCP, CCNP/CCIE, Azure/AWS Architect, ITIL).
- Minimum 6–10 years of progressive hands-on experience in enterprise infrastructure management.
- Proven experience managing Data Centre environments and enterprise virtualization (VMware).
- Strong experience with cloud architectures and hybrid environments.
- Demonstrated expertise in enterprise networking and security technologies.
- Experience leading teams and managing vendors in a medium to large organization.

### **HUMAN RESOURCES DEPARTMENT**

#### **3. DEPUTY HEAD - HUMAN RESOURCES \* 1**

##### Job Purpose

The Human Resources Department (HRD) is a strategic business partner and plays a vital link between Management and the general workforce. The HRD acts as a conduit between management and the general workforce on all issues pertaining to business partnering and HR operations such as Industrial Relations, Recruitment & Placement and Research and Development, Training, Payroll and performance management. The role will deputize the Head of Department in executing the HR strategy and manage all HR risks.

The Senior Management role will provide strategic and operational support to the Head of Department in the effective execution of department priorities and the initiatives. Further the role will supervise other officers in delivering of strategic deliverables while managing all HR risks.

##### **Key Responsibilities**

Under the supervision of the **Head of Human Resources**, the following are among the Job Key Responsibilities:

##### HR Leadership and Management

- Support the execution of the Bank's strategic HR agenda in alignment with Board directives and corporate objectives.

- Translate HR strategy into structured work plans & monitor implementation and report outcomes.
- Lead the implementation of HR policies and strategies, ensuring effective communication and adoption across the organization.
- Contribute to the design and maintenance of robust internal controls within the HR function.
- Prepare and present timely, data-driven reports to the Head of HR for onward submission to the Board and shareholders.
- Oversee the coordination and performance of HR departmental units, ensuring alignment with strategic goals and resolution of audit issues.
- Mentor and coach managers fostering professional growth & high performance.

##### Employment Cycle

- Conducting staff recruitment, orientation, placement, promotions and separations/ staff employment exit in accordance with policies

##### Training

- Initiate, design and conduct Training and Development programmes that address general and specific needs, using training tools such as preparatory, delivery and evaluative (research) techniques.
- Setting training standards and priorities through constant review of practices and policies.
- Identify of training needs for personal and professional development using skills gaps, analysis.
- Conducting surveys and Research in training and development needs to meet new and demanding challenges in organisation development.
- Liaise with various Training providers and consulting firms and individuals with a view to conducting training programmes that stimulate and enrich personal understanding of social-economic, political and business environments.
- Oversee smooth implementation of trainings delivered physically or virtually.

##### HR Advisory and business partnering

- To provide expert guidance on career development, counselling, and succession planning.
- To advise management and departmental heads on HR practices, disciplinary matters, and employee relations.
- To facilitate the resolution of industrial relations issues and maintain constructive engagement with unions and external stakeholders.



# INDO ZAMBIA BANK

## EMPLOYMENT AND CAREER DEVELOPMENT OPPORTUNITIES

### Industrial Relations

- Guidance to management and implementing all issues related to Industrial Relations and Labour or Employee-Management Relations.
- Liaise with Union and Human Resource contemporaries on Industrial Relations issues and practices, with a view to broadening the understanding of Industrial law.

### Performance Management

- Develop performance and results oriented programmes and these include performance management and Appraisal systems, for both management and unionised staff.
- Track departmental KPIs and prepare consolidated reports for EXCO and Nominations, Remunerations Governance Committee of the Board.
- Recommend Process improvements to enhance efficiency & quality of HR outputs.

### Manpower Planning & Succession Planning

- Under the supervision of the head HR oversee manpower and Succession Planning using various tools such as performance appraisals, age and job factors analysis.
- Maintain manpower records that include creating personal inventory of available skills, educational and professional abilities and experience of serving staff.

### Policy formulation & Implementation

- Assist the Head – HR in developing systems, policies and procedures and or improving on the existing ones in order to meet desired bank's vision and mission and in line with industry best practice.
- Develop and review systems, policies and procedures in Labour and Industrial Relations.

### Legal

- Assist the Head – HR in attending court sessions on behalf of the bank as a witness or as guided by the Legal Retainer / Legal Department on issues pertaining to employee grievances after separation or other Labour related matters.
- Assist in managing HR legal risks in the department.

### Payroll

- Assist the Head – HR in overseeing Payroll processing, i.e. checking, signing off and matters incidental to the same.

### Statutory Compliance

- Ensure regulatory compliance and implementation, Regulator's Directives and Banks Statutory requirements, i.e. NAPSA, WCFCB, PAYE, Personal Levy, NHIMA.

### Disciplinary

- Assist the Head – HR in handling and overseeing all Disciplinary and Grievance

matters of the Bank in accordance the Banks Disciplinary Code.

### Reward and Compensation

- Ensure staff are remunerated in accordance with Conditions of Services and other Bank policies applicable.
- Ensure terminal benefits are correctly computed and disbursed.

### Other roles & responsibilities

- Implement employee welfare, safety and recreations initiatives.
- Conduct / participate in salary surveys.
- Conduct surveys and Research on the latest trends in Labour Relations and Industrial Law on Grievance Handling, Dispute Settlement, Collective Bargaining and Disciplinary Procedures and Practices to ad decision making.
- Perform any other duties as may be assigned by the Head - HR from time to time within the realm of Human Resources Management, Administration and Industrial and Labour Relations.
- Execute principal accountabilities in accordance with Bank procedures, policies and manuals.

### REQUIRED SKILLS AND ATTRIBUTES

- Data Analytical skills.
- Decision making.
- Strategic planning abilities.
- Understanding of Human Resources Procedure.
- Good interpersonal and communication and negotiation skills.

### QUALIFICATIONS AND EXPERIENCE

- University Degree in Human Resources or any other relevant field.
- A Masters Degree in relevant field.
- Minimum 10 years' work experience heading and managing the HR department in a financial institution at Executive Management level.
- Must be a fellow of ZIHRM



# INDO ZAMBIA BANK

## EMPLOYMENT AND CAREER DEVELOPMENT OPPORTUNITIES

### LEGAL DEPARTMENT

#### 4. SENIOR LEGAL COUNSEL \*1

##### Job Purpose

Provides strategic and operational support to the HEAD-LEGAL and Company Secretary, ensuring effective execution of departmental priorities across all banking functions. Supervises Legal Managers and Officers and ensures timely delivery of outputs aligned with regulatory and business expectations.

##### Key Responsibilities

Under the supervision of the **Head Legal** and **Company Secretary**, the following are among the Job key Responsibilities:

- Leadership & Management
- Act as deputy to the Head-Legal in managing day-to-day legal operations.
- Mentor and coach Legal Managers and Officers, fostering professional growth and high performance.

##### Strategic Execution

- Translate legal strategy into structured work plans and monitor implementation.
- Liaise with other departments within the Bank to ensure legal alignment with organizational objectives.

##### Performance Monitoring & Reporting

- Track departmental KPIs and prepare consolidated reports for ALCO, Risk, NRG, and Board Committees.
- Recommend process improvements to enhance efficiency and quality of legal outputs.

##### Legal Documentation & Advisory

- Review legal documentation prior to escalation to Head-Legal or external counsel.
- Support legal risk monitoring across credit, treasury, operations, and digital banking.

##### Quality Assurance

- Conduct quality reviews of legal outputs to ensure accuracy, compliance, and consistency and recommend process improvements.

##### REQUIRED SKILLS AND ATTRIBUTES

- Strategic thinking and execution.
- Leadership and team development.
- Risk management and compliance expertise.

- Stakeholder engagement and collaboration.

##### QUALIFICATIONS AND EXPERIENCE

- LLB or equivalent legal qualification; Advocate of the High Court preferred.
- Minimum 8–10 years' experience in banking law, litigation, credit documentation, and regulatory compliance.
- Demonstrated leadership in managing legal teams and delivering regulator-ready outputs.
- Must be a member in good standing of the Law Association of Zambia.

### COMPLIANCE DEPARTMENT

#### 5. SENIOR MANAGER REGULATORY COMPLIANCE \*1

##### Job Purpose

The Senior Manager – Regulatory Compliance is responsible for driving the implementation of the Bank's compliance strategy and ensuring adherence to all regulatory requirements, including Bank of Zambia directives, AML/CFT standards, prudential guidelines, and the Data Protection Act, amongst other applicable regulations and in addition to industry standards. The role oversees compliance monitoring, transaction surveillance, policy development, and governance, while promoting a strong compliance culture through training and awareness. Acting as a key liaison with regulators and senior management, this position safeguards the Bank against regulatory risk and supports ethical, compliant operations.

##### Key Responsibilities:

- Under the supervision of the Head – Compliance the following are among the job key responsibilities:

##### Regulatory Compliance Oversight

- Ensuring the Bank's full compliance with applicable laws, Bank of Zambia regulations, AML/CFT directives, Data Protection Act, and all prudential requirements.
- Coordinating the implementation of regulatory directives across departments and monitoring timely closure of compliance gaps.
- Leading the Bank's engagement with regulators, including preparation of responses, returns, and follow-up reports.

##### Transaction Monitoring

- Ensuring effective monitoring of customer transactions and profiling through transaction monitoring systems.

##### Compliance Monitoring & Testing

- Developing and executing annual compliance plans, thematic reviews, and risk-based monitoring programs.
- Tracking and reporting on compliance performance, emerging risks, and mitigation



# INDO ZAMBIA BANK

## EMPLOYMENT AND CAREER DEVELOPMENT OPPORTUNITIES

actions to Management and the Board.

### Policy Development & Governance

- Reviewing and updating compliance policies in line with evolving laws and best practices.
- Developing compliance registers
- Advising senior management and the Board on regulatory developments and compliance implications.

### Training and Awareness

- Designing and delivering compliance training for staff across the Bank.
- Promoting a strong compliance culture and ethical business conduct.

### ATTRIBUTES & COMPETENCIES

- High integrity and ethical standards
- Strong regulatory interpretation skills
- Ability to engage with regulators at senior levels
- Strong report-writing and presentation skills
- Ability to lead compliance monitoring, reviews, and system-based controls
- Proactive, detail-oriented, and able to manage multiple deadlines

### QUALIFICATIONS & EXPERIENCE

#### Applicants must meet the following requirements:

- Bachelor's degree in Law or related field.
- A Master's degree (MBA/LLM/Finance) will be an added advantage.
- Professional certification such as CAMS, CRCMP, CIPPE/E is highly desirable.
- Minimum 8 years' experience in banking, with at least 5 years at senior level in compliance, AML/CFT, regulatory affairs, risk management, or internal audit.
- Strong understanding of Bank of Zambia regulations, AML/CFT frameworks, Data Protection Act, risk-based compliance management, and prudential guidelines.
- Excellent analytical, communication, leadership, and stakeholder management skills.

## **AUDIT DEPARTMENT**

### **6. INTERNAL AUDIT MANAGER \* 1**

#### Job Purpose

To provide independent, objective assurance and advisory services designed to add value and improve the banks' operations by bringing a systematic, disciplined approach to evaluate and improve effectiveness of Risk Management, control and governance processes. The internal audit activities for the incumbent involve analyzing risks and

controls, recommending process and control improvements and providing Audit reports to relevant stakeholders.

### **Key Responsibilities**

Under the supervision of the **Assistant Head-Internal Audit** the following are among the key responsibilities:

#### Internal controls and Risk Management

- Perform annual and periodic assessments of the bank operations.
- Contribute in the development of a comprehensive Risk based plan, internal audit policies and procedures.
- Execute the audit plan in line with the Internal Auditing Standards, Regulatory framework and best practice of risk-based auditing.
- Review and compile audit programs and checklists to ensure they adequately cover the risk profile of the bank in line with the risk assessment framework.
- Ensure adequate audit coverage of the banks key area in line with the risk families adopted from COSO framework.
- Conduct investigations, as requested by Management or any committee of the Board, and working in collaboration with regulatory and law enforcement agencies in such cases as deemed necessary.
- Perform any other duties assigned by Chief Internal Auditor.

#### Control assessment

- Evaluate controls over the banks Operational processes and Credit portfolios.
- Evaluate business risk positions taken by the bank with a principal focus on products and processes and offer recommendations.
- Maintain a comprehensive oversight of the main areas of risk and control weaknesses in the Bank's business model and operational infrastructure.

#### Business advisory

- Initiate and conduct end-to-end advisory reviews on key business considerations.
- Perform special reviews on management agreed upon procedures (e.g. Revenue assurance, project appraisals, etc)
- Monitor the control environment and highlight to management in liaison with Senior Audit Manager, Assistant Head Internal Audit and Chief Internal Auditor on any emerging risks(internal/external) to the bank.

#### Audit Leadership

- Assist supervising Internal Audit team on Assurance and Special/ad hoc assignments to ensure audit efficiency (time management) and effectiveness



## EMPLOYMENT AND CAREER DEVELOPMENT OPPORTUNITIES

- Assist in championing implementation of best practices, policies and procedures for the Internal Audit function in line with IIA standards and frameworks.

### Audit issue resolution

- Ensure timely resolution of Internal Audit and Regulatory issues through continuous engagement process with management.
- Validate and close audit open items.

### Accountability risk and Compliance

- Ensure compliance with Bank of Zambia and statutory regulatory bodies
- Ensure conformance with Institute of Internal Audit (IIA) Standards and code of ethics.
- Independently assess:
  - The 1<sup>st</sup> Line of defence - The effectiveness of the business units risk taking activities within their assigned limits of risk exposure and in their responsibilities and accountabilities to identify, assess and control the risks of their business;
  - The 2<sup>nd</sup> Line of defence - The effectiveness of risk management and compliance in their support and oversight functions.

### Accountability; Administration and Team Management

- Provide guidance on audit administration and execution to peer/subordinate audit staff
- Ensure completeness of Audit files
- Share Knowledge and experience with team members
- Effectively interface with all levels of management

### REQUIRED SKILLS AND ATTRIBUTES

- Audit & Investigation
- Financial and operational audit of organizations
- Financial/Banking Industry Knowledge
- Accounting Standards
- Policy Development
- Financial Reporting
- Analytical / Problem solving skills
- Certified Internal Auditor

- High level of Knowledge of all business areas

### QUALIFICATIONS AND EXPERIENCE

- ACCA/ CA Zambia /Degree in finance or or any other relevant field.
- A Masters in any of the above fields will be an added advantage.
- Must have a minimum of 5 years of experience and at least two (2) years of experience at management level in a related field in an Internal Audit function with a commercial bank or established Microfinance Institution
- Must be a Certified Internal Auditor (CIA)
- Member of ZICA & IIA
- Certified Fraud Examiner or other fraud or Forensic related certifications as an added advantage.

### **7. INTERNAL AUDIT OFFICER\* 1**

#### Job Purpose

To provide independent, objective assurance and advisory services designed to add value and improve the banks' operations by bringing a systematic, disciplined approach to evaluate and improve effectiveness of Risk Management, control and governance processes. The internal audit activities for the incumbent involve analyzing risks and controls, recommending process and control improvements and providing Audit reports to relevant stakeholders.

#### Key Responsibilities

Under the supervision of the **Manager-Internal Audit** the following are among the key responsibilities:

#### Internal controls and Risk Management

- Contribute in the development of a comprehensive Risk based plan, internal audit policies and procedures
- Execute the audit plan in line with the Internal Auditing Standards, Regulatory framework and best practice of risk-based auditing.
- Conduct work in accordance with audit programs and checklists which are aligned with the bank policies and procedures.
- Perform any other duties assigned by Chief Internal Auditor.

#### Control assessment

- Assist in the evaluation of controls over the banks Operational processes and Credit portfolios.
- Assist in the evaluation of business risk positions taken by the bank with a principal focus on products and processes and offer recommendations..



# INDO ZAMBIA BANK

## EMPLOYMENT AND CAREER DEVELOPMENT OPPORTUNITIES

### Business advisory

- Monitor the control environment and highlight to management in liaison with Assistant Head Internal Audit and Chief Internal Auditor on any emerging risks(internal/external) to the bank.

### Audit Leadership

- Assist in championing implementation of best practices, policies and procedures for the Internal Audit function in line with IIA standards and frameworks.

### Audit issue resolution

- Ensure timely resolution of Internal Audit and Regulatory issues through continuous engagement process with management.

### Accountability risk and Compliance

- Ensure compliance with Bank of Zambia and statutory regulatory bodies
- Ensure conformance with Institute of Internal Audit (IIA)Standards and code of ethics.
- Independently assess:
  - The 1st Line of defence - The effectiveness of the business units risk taking activities within their assigned limits of risk exposure and in their responsibilities and accountabilities to identify, assess and control the risks of their business;
  - The 2nd Line of defence - The effectiveness of risk management and compliance in their support and oversight functions

### Accountability; Administration and Team Management

- Ensure completeness of Audit files
- Share Knowledge and experience with team members.

### REQUIRED SKILLS AND ATTRIBUTES

- Audit & Investigation
- Financial and operational audit of organizations
- Financial/Banking Industry Knowledge
- Accounting Standards
- Policy Development
- Financial Reporting
- Analytical / Problem solving skills
- Certified Internal Auditor

- High level of Knowledge of all business areas

### QUALIFICATIONS AND EXPERIENCE

- ACCA/CIMA/CA Zambia /Degree in finance or or any other relevant field.
- A Masters in any of the above fields will be an added advantage.
- Must have a minimum of 5 years of experience in an Internal Audit function with a commercial bank or established Microfinance Institution
- Must be Certified Internal Auditor (CIA)
- Member of ZICA & IIA
- Certified Fraud Examiner or other fraud or Forensic related certifications as an added advantage.

## **RISK MANAGEMENT DEPARTMENT**

### **8. INFORMATION AND CYBERSECURITY OFFICER \* 1**

#### Job Purpose

To support the organization in safeguarding its information assets by monitoring security systems, identifying and mitigating cyber risks, and ensuring compliance with IT policies and standards. The role is critical in maintaining a secure technology environment, investigating incidents, and promoting security awareness across the organization.

#### Key Responsibilities

Under the supervision of the **Chief Information Security Officer (CISO)**, the following are among the Job key Responsibilities:

#### Security Monitoring & Incident Management

- Continuously monitor security systems and networks for anomalies or breaches.
- Investigate security incidents, perform root cause analysis, and recommend corrective actions.

#### Policy & Compliance

- Review and ensure adherence to IT policies, standards, and procedures.
- Maintain and update documentation related to security protocols.

#### Risk Reporting

- Prepare and submit monthly Information Security and Cyber Risk reports to management.

#### Vulnerability Management

- Assist in tracking and closing vulnerabilities identified through assessments and penetration tests.



## EMPLOYMENT AND CAREER DEVELOPMENT OPPORTUNITIES

### Awareness & Training

- Provide support for security awareness programs to strengthen organizational resilience.

### Continuous Improvement

- Stay informed on emerging trends and developments in information and cyber security to recommend improvements.

### Other Duties

- Undertake assignments as directed by the Chief Risk Officer.

### REQUIRED SKILLS AND ATTRIBUTES

- Data Analytical skills.
- Decision making.
- Strategic planning and implementation abilities.
- Understating of Information Security
- Good interpersonal communication and negotiation skills.

### QUALIFICATIONS AND EXPERIENCE

- Degree in a Computer Science /Technology-related field required.
- A Masters in any of the above fields will be an added advantage.
- Must have Professional Security Management Certification (CISM, Security +, CISSP) and other relevant certifications.
- Minimum of 5 years of experience in a combination of Risk Management, Information Security and IT jobs.
- Knowledge of common information security management frameworks.

### APPLICATION PROCESS

Applications should be submitted online via the following link: [APPLY HERE](#), clearly indicating the position being applied for. Please ensure that you upload clearly scanned copies of your Curriculum Vitae, Certifications, and other supporting documents. Physical applications will NOT be accepted. The closing date for applications is 20th December 2025.