

Position Description



Position: IT Security Officer

Position Dimensions

Location:	Port Moresby
Date PD Finalised/Updated:	29.03.2022
PD Approved By (Position Title):	Chief IT Officer
Position Number:	

Primary Purpose of the Position

To ensure the protection of KCH's IT infrastructure, systems, and data from cyber threats by implementing robust security protocols, monitoring networks for security breaches, conducting risk assessments, and ensuring compliance with internal and external IT security standards.

Reporting Relationships

This Position Reports to:

Chief IT Officer

Direct Reports:

NIL

Key Working Relationships (Internal & External)

Internal:

- Managing Director
- All Chief Officers
- All Executive Managers
- Other Managers
- IT Team
- Audit Team
- Risk Team

External:

- SOEs
- Insurance companies/ Brokers
- Relevant Government Agencies and Statutory Bodies
- Banks and other financial institutions
- Consultants and other service providers
- Developers
- Client & Client Representatives

Minimum Requirements for the Position

Education and Qualifications (including Technical Competencies) required for this position:

- Bachelor's degree in Computer Science, Information Security, or a related field

Skills and Experience required for this position:

Skills

- Strong knowledge of cybersecurity frameworks and standards (e.g., ISO 27001, NIST)
- Security risk assessment and mitigation
- Incident detection and response
- Network and systems security
- Penetration testing and vulnerability scanning

Position Description



- Excellent communication and analytical skills
- Strong attention to detail
- Excellent Time Management
- Interpersonal skills
- Planning and Organising

Experience

- Minimum of 5 years' experience in a cybersecurity or IT security role
- Experience with managing security tools such as firewalls, intrusion detection systems, SIEM
- Demonstrated experience in policy development, compliance audits, and reporting
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Key Accountabilities

IT Security Management:

- Develop and maintain KCH's IT security policies and procedures
- Monitor networks and systems for security breaches or intrusions
- Coordinate responses to security incidents and breaches
- Implement firewalls, encryption, and other security tools

Risk Management & Compliance:

- Conduct regular risk assessments and vulnerability testing
- Ensure IT operations comply with internal policies and relevant regulations
- Liaise with internal auditors and support external compliance efforts

Awareness & Training:

- Educate staff on cybersecurity threats and best practices
- Conduct simulated phishing and awareness campaigns

Leadership

Lead and develop an effective and productive team, including:

- managing the work performance of self and direct reports
- developing alignment between team capability and the Corporation's objectives
- ensuring role clarity, including responsibilities and reporting lines, exists for team members
- identifying resource and skill gaps and developing strategies to bridge gaps
- encouraging an environment of sharing knowledge and ideas to ensure continuous improvement within the team
- demonstrating on a daily basis personal behaviours that uphold KCH values with a view to driving these values throughout the Corporation

Incumbent:

Signature:

Date:

Governance and Standards:

- Keep up to date with latest security trends and threats
- Review third-party risks and IT vendor security protocols
- Develop disaster recovery and business continuity plans in collaboration with IT

Planning and Reporting:

- Prepare reports on security incidents, audit findings, and compliance status
- Support budgeting and resource allocation for cybersecurity tools and services

Team Work

Participate and contribute to an effective and productive team including;

- contribute to the effectiveness of the team through productive personal behaviour.
- taking personal accountability for own development
- being persistent with improvement ideas, including building team member buy-in to ideas.
- Active participation in Self Performance, Self-Assessment
- Develop a good working relationship with KCH and SOEs project implementers.

Position: Chief IT Officer

Signature:

Date: