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CHOKCHEY FINANCE PLC.

JOB DESCRIPTION

Position	Reporting To	Department
IT Security Manager	Head Of IT	IT
IT Security Senior Officer	IT Security Manager	IT

I. **JOB PURPOSE:**

An IT Security protects an organization’s infrastructure, networks, and data from cyber threats by developing security policies, monitoring systems for breaches, and conducting risk assessments. They implement tools like firewalls and encryption, investigate security incidents, and ensure compliance with regulations.

II. **MAIN DUTIES & RESPONSIBILITIES:**

- **Network Monitoring:** Constantly checking systems for suspicious activity, intrusions, or unusual traffic patterns.
- **Vulnerability Management:** Identifying security flaws in software or hardware and applying patches or updates to fix them.
- **Server hardening:** Securing a system by reducing its attack surface and minimizing vulnerabilities. It involves a systematic, layered approach that encompasses physical security, network configuration, operating system lockdown, and continuous monitoring.
- **Incident Response:** Acting as a first responder to security breaches to contain threats, minimize data loss, and restore normal operations.
- **Policy Development:** Creating and enforcing security standards, protocols, and best practices for the entire organization.
- **Security Awareness Training:** Educating employees on how to recognize threats like phishing and social engineering.
- **Compliance & Auditing:** Ensuring the organization meets legal and industry regulations such as **NBC** and **Security Standard**.
- **Security Analyst:** Focuses on monitoring networks, analyzing security data, and identifying potential threats.
- **Security Engineer:** Designs and builds secure systems, including firewalls, encryption programs, and intrusion detection systems.
- **Penetration Tester (Ethical Hacker):** Legally "hacks" into systems to find and report vulnerabilities before malicious actors can exploit them.
- **Security Architect:** High-level role responsible for designing the overall security strategy and technical framework for an organization.
- **Incident Responder:** Specializes in the immediate technical actions required to stop an active cyberattack and perform forensic analysis afterward.
- **Chief Information Security Officer (CISO):** An executive role that oversees the entire security program, manages budgets, and aligns security with business goals.

III. **QUALIFICATIONS:**

- Bachelor’s degree in IT, Computer Science, Cybersecurity.
- 3 to 5 years’ experience.
- Understanding of network security, including firewalls, VPNs, IDS/IPS
- Familiarity with cloud security architecture.
- Advance network & security knowledge.
- Entry-level certification (CCST, Security+, CCNA Security).
- Hands-on experience with **SIEM tools**, intrusion detection, and event monitoring.
- Ability to perform vulnerability assessment.