

JOB DESCRIPTION (JD)

Sun Life Asia Job Evaluation Process

Date: _____	Manager name: _____
Job title: _____ Manager, Information Security and IT Governance	Manager title and GCF level: _____ Senior Manager, IT Governance, Risk and Compliance
Job level: _____	Department: _____ IT
Career track: _____	BU/Division: _____ VN IT

Job purpose

Please provide a summary of the purpose and objective of the job.

The Information Security and IT Governance Manager is accountable for creating frameworks, policies, and processes to align IT with business goals and support regulatory compliance. This role manages risk (including cyber threats and data breaches), safeguards organizational assets by implementing controls, conducting audits and risk assessments, reducing vulnerabilities, and protecting confidentiality, integrity, and availability of data.

Major accountabilities

Identify 5-6 major accountabilities of the job (not the employee). Describe these accountabilities by what is to be accomplished, how and why. Use action verbs to begin each sentence. Avoid the use of acronyms. Include the approximate percentage of time spent on each accountability. The percentages below should sum up to 100.

<ul style="list-style-type: none"> • Coordinate with global and regional security teams to ensure effective rollout of security policies, controls, and tools. 	50
<ul style="list-style-type: none"> • Work with the global security advisory team to support local risk assessments, audits, regulatory reviews, and third-party security due diligence. 	
<ul style="list-style-type: none"> • Facilitate incident coordination with global SOC/SIRT teams and support post-incident actions. 	50
<ul style="list-style-type: none"> • Track and report BU security posture, risks, gaps, and remediation progress. 	
<ul style="list-style-type: none"> • Perform periodic Access Reviews including application user access, privilege user access, functional IDs, etc. 	50
<ul style="list-style-type: none"> • Create risk and compliance awareness advisories, e-mails, and conduct awareness sessions 	
<ul style="list-style-type: none"> • Drive risk managements programs such as Business Continuity and Crisis Management, Continuous Monitoring, Fraud Risk Assessments 	
<ul style="list-style-type: none"> • Act as liaison for internal and external audits. 	
<ul style="list-style-type: none"> • Undertake independent testing engagements in accordance with the agreed Internal Control Test Plan, assessing the effectiveness of key controls across various business units, ensuring adherence with operational & regulatory requirements 	
<ul style="list-style-type: none"> • Document reviews/testing findings, have discussions with process/control owners on observations and action plan, prepare and publish final report post stakeholders' alignment 	

Specialized knowledge

List specific types of technical or professional skills and knowledge required for the job.

- Good understanding of security principles such as the CIA triad, zero trust, least privilege, threat modeling, risk and security governance concepts such as policies, standards and controls
- Understanding of key technology and security processes such as incident response, security alerts and handling, patch and vulnerability management workflow, security change management and asset management practices
- Internal Audit / Compliance Testing Experience
- Knowledge of data protection and cybersecurity regulations
- Working knowledge in conducting controls testing for Information Technology (IT) controls – Application Development, Infrastructure Operations and Support Functions.

Problem solving

Outline problem solving requirements in terms of how standardized, varied, complex and interdependent problems and issues are typically faced by this job. Provide examples if necessary.

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- Analytical thinker with strong conceptual and problem-solving skills.
- Organized and detail-oriented with the ability to make sound judgments.
- Ability to resolve issues creatively, effect change, and execute in an accelerated manner

Education and experience

Indicate the minimum education level and years of relevant experience required to perform the work. Include specific professional designations, licenses, registrations, if applicable.

- Bachelor's degree
- A minimum of 5 years' experience in Governance, Risk and Compliance, Operational Risk management, IT controls testing, business control testing or internal auditing, within the financial services/insurance sector.

Communication scope

Identify the level and nature of internal and external contacts with whom this job must interact regularly. Describe the reason and frequency of their communication.

- Excellent verbal and written communication skills, with strong interpersonal skills
- Experience in managing change in a cross-functional environment and operate effectively under pressure.
- Excellent planning and organization skills and the ability to deal with complex issues
- Experience working in a client-facing, matrix, project-based assignments.
- Maintain knowledge currency (trends and business/operating models) and an understanding of the digital business paradigm at a business level
- An ability to gather and analyze facts, to prepare and present concise findings.

Management scope

Total number of direct reports: 0

Total number of staff managed (direct and indirect): 0