

## JOB POSTING TEMPLATE

**Date:** 2021

**Function:** Enterprise Services

**Job title:** Analyst, Information Security and IT Governance

**Manager title:** Senior Manager, Information Security and IT Governance

### Job purpose

As an IT Governance and Security Analyst at Sun Life Vietnam, the incumbent is responsible for supporting IT Governance and Security Manager to manage IT governance, audit coordination activities, quality assurance and information security risks management. The IT Governance and Security Analyst applies Sun Life directives and operating guidelines to assist IT department with compliance matters as well as to make recommendations for any actions as necessary. This position is also required interaction with all business groups, including Application Services, Enterprise Infrastructure, Application Architecture, Legal, Compliance and Risk, Privacy, and external service providers and vendors.

### Major accountabilities

#### IT governance

- Conduct the assessment on compliance with Sun Life's Policies, Directives and Operating guides.
- Provide support to IT team to ensure alignment to Sun Life's Policies, Directives and Operating guides.
- Conduct the Quarterly Risk and Controls assessments for IT Controls.
- Participate in internal and external audits under the direction of the IT Governance and Security Manager, monitor and report on remediation processes.
- Identify and manage IT risks, as well as ensure IT risks are tracked and remediated properly.

#### Information security

- Monitor the security risks identified from information security risk assessments and follow up with related business functions to close the risks.
- Report to IT Governance and Security Manager outlining the status of information security risks within Sun Life.

Support IT Security and Governance Manager on other assigned tasks.

### Specialized knowledge

- Time Management skills
- Good communication skills in English and Vietnamese.
- Knowledge of SDLC and ITSM/ ITIL methodologies
- Basic knowledge on computer networks, Windows operating systems, Unix/Linux operating systems
- Have knowledge and background IT
- Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem
- Good data analysis, visualization and presentation skills
- Flexible and responsive work style
- Ability to multi-task and work under pressure
- Experience working remotely with people in different time zones
- Knowledge in IT audit skills and techniques

### Education and experience

- Bachelor degree or higher in Information Technology/ Computer Sciences or Accounting/Auditing.
- Minimum 1 - 2 years of experience in IT Information Security