

JOB POSTING TEMPLATE

Date:		Function:	Information Technology
Job title:	Associate Manager, Information Security and IT Governance	Manager title:	Head of Information Security and GRC (IT Governance, Risk and Compliance)

Job purpose

As an Associate Manager under Infosec and IT Governance Department at Sun Life Vietnam, the incumbent is responsible for supporting the manager to manage the following Information Security Projects and Initiative.

Ensure that Sun Life Vietnam is align to Corporate Security Policies, Directives and Operational Guidelines by performing gap analysis that will support in creation of internal projects and initiatives.

Support adaptation on corporate new or improved directions.

Periodic review and assessments on internal process alignment to corporate/ regional.

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

<p>1. IT Governance and Information Security</p> <p>To Perform Periodic Review and Assessment of Risks, Deviation from standards and Processes.</p> <p>To Aid the department head on Information Security and IT Governance projects and Initiatives.</p> <p>To Ensure Compliance to Policies, Directives and Operational Guidelines by performing internal assessments using Sun Life standard frameworks.</p> <p>To perform project (Waterfall and Agile) audits in adherence to company standards.</p> <p>To Assist the department head on adaptation of Corporate and or Regional Guidelines.</p> <p>Creation of Local Processes and Procedure in alignment to Corporate Policies and Directives.</p> <p>2. Support Manager on other assigned tasks.</p>	
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Specialized knowledge

Time Management skills

Good communication skills in English and Vietnamese.

Good Knowledge on SDLC and ITSM/ ITIL methodologies

Good Knowledge in IT audit skills and techniques.

Good understanding on the Data Governance

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

Presentation Skills

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

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Education and experience

Bachelor degree or higher in Information Technology/ Computer Sciences or Accounting/Auditing.

Minimum 2 - 3 years of experience in IT Project Management, IT Information Security and IT Governance