



## JOB DESCRIPTION

<b>POSITION TITLE:</b>	<b>Senior Analyst – ICT Risk and Compliance</b>
<b>JOB REFERENCE:</b>	SA/2023/5
<b>REPORTS TO:</b>	Manager ICT Services
<b>SECTION:</b>	Risk and Compliance
<b>DEPARTMENT:</b>	ICT Services

### JOB SUMMARY

Overall responsibility for management of IT Governance, Risk and Compliance for the Company/Airport.

### PRINCIPAL ACCOUNTABILITIES

- Risk Management
  - Identify legal, regulatory and contractual requirements and organizational policies and standards related to information systems to determine their potential impact on the business objectives.
  - Identify potential threats and vulnerabilities for business processes, associated data and supporting capabilities to assist in the evaluation of business risk.
  - Create and maintain a risk register to ensure that all identified risk factors are accounted for and analyze risk scenarios to assess the likelihood and evaluate impact of significant events to the organization.
  - Develop and implement risk mitigation to ensure that risk factors and events are addressed in a cost-effective and efficient manner and in line with business objectives.
- Information Systems Control Design, Implementation, Monitoring and Maintenance
  - Design, implement, test, document, monitor, review and maintain information systems controls in alignment with the organization's risk appetite and tolerance levels to support business objectives and ensure the controls function effectively and efficiently.
- Governance and Compliance
  - Develop, review, implement, and improve the Information Security Management System (ISMS), policies, processes and procedures, ensuring compliance with relevant laws, regulations, and frameworks.
  - Keep existing controls, policies and procedures aligned with audit and security requirements.
  - Lead implementation of a governance risk and compliance management program to achieve certifications such as ISO 27001, ISO 20000, and others as appropriate.

## PRINCIPAL ACCOUNTABILITIES

- Drive, develop and maintain business continuity, disaster recovery, and incident response plans, including annual reviews.
- Oversee the regular testing of the plan and update for major changes in hardware, applications, business and regulatory requirements accordingly.
- Coordinate testing and reporting of data backup restorations in accordance with Key Performance Indicators (KPIs).
- Audits and Reviews
  - Establish appropriate IT compliance audit and testing (process and technical) calendar, schedule engagements and track activities to completion.
  - Maintain history of testing and audit activities attestations for future reference.
  - Conduct assessments and coordinate third party risk assessments of technology infrastructure and operational processes and controls for assigned areas.
  - Participate in planning, scheduling and preliminary analysis for all internal and external audit projects.
  - Coordinate audit activities including notification and scheduling for all affected parties of audit timing, scope, objectives, approach and deliverables.
  - Establish agreement and lead documentation efforts for process improvements related to security and compliance management
- Projects and Initiatives related to ICT
  - Participate in ICT projects and initiatives to bring pro-active risk management focus into solutions.
  - Coordinate and assess change management and ensure that standardized methods and procedures are used for efficient and prompt handling of all changes to control ICT infrastructure, in order to minimize the number and impact of any related incidents upon service

## PERSON SPECIFICATION

### Knowledge:

- H.S.C with 3 A-Levels
- Bachelor (Hons) Degree in Computer Science or related field from a recognized institution acceptable to ATOL
- Certified Information Systems Auditor (CISA) or Certified in Risk and Information Systems Control (CRISC) or equivalent
- 5+ years of proven post-graduate experience in ICT, including 3+ years in IT Audit, IT Security, IT Risk Management or IT Compliance

### Skills:

- In depth knowledge of IT industry standard governance and security standards including ISO 27001
- Up-to-date knowledge of both information and operational technologies
- Results-oriented and pay attention to detail.
- Excellent critical thinking and analytical abilities
- Excellent written and oral communication, presentation and reporting skills
- Excellent time management and multi-tasking skills
- Strong interpersonal skills
- Good team player and able to meet tight deadlines
- Ability to challenge the status quo and think outside the box

- Good listening and influencing skills

**Attitude:**

- Must have a positive and can do attitude.
- Willing to go the extra mile to make things happen.
- Display a strong desire to learn new things and keep abreast of new technologies.
- Be enthusiastic and proactive.

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**OTHER INFORMATION**

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**How to apply?**

If you believe you have the right profile and can take up the challenge, please send the following documents by registered post **not later than 26 April 2023 at 15h30** local Mauritius time.

1. Motivation letter
2. Full resume/ CV
3. A photocopy of National Identity Card
4. Copies of educational certificates with letters of equivalences from the MQA as applicable.

**Applications should be addressed to:**

Human Resources Department  
Airport Terminal Operations Ltd (ATOL)  
Passenger Terminal Building  
SSR International Airport  
Plaine Magnien  
Mauritius

**Notes:**

- The successful candidate will initially be employed on contract basis for a period of one year with the possibility of permanent employment thereafter based on satisfactory performance.
- Job references should be specified on the envelope and your motivation letter.
- Only the best qualified candidates will be called for the interview.
- Applications received after the closing date will not be considered.
- Canvassing in any form will entail disqualification from the selection process.
- Prior to appointment, the successful candidate will be required to submit a certificate of character as per the Company Policy.
- Applicants should be Mauritian Nationals.

ATOL reserves the right not to make any appointment following this advertisement without incurring any liability towards any applicant.

***An Equal Opportunity Employer***