

We are Looking For an

INFORMATION SECURITY OFFICER (ISMS)

#Part-time #Hybrid

Responsibilities

- ISMS Coordination - Coordinate with internal teams to ensure the Information Security Management System (ISMS) processes are properly implemented and followed across the organization.
- Audit Preparation - Prepare the organization for ISO 27001:2022 internal and external audits by ensuring all required security controls, documentation, and compliance evidence are properly maintained.
- Daily ISMS Operations - Handle day-to-day ISMS tasks including monitoring compliance with information security policies, tracking incidents, and ensuring security controls are implemented effectively.
- Internal Audit Management - Plan and coordinate internal ISMS audits, track non-conformities, and ensure corrective and preventive actions are implemented on time.
- Documentation & Records Management - Maintain and update ISMS documentation including security policies, procedures, risk registers, asset inventories, incident logs, and other required records.
- Risk Assessment & Risk Treatment - Assist in conducting information security risk assessments, maintaining the risk register, and tracking risk treatment activities.
- Security Awareness & Compliance - Support the implementation of security awareness programs and ensure employees follow ISMS policies and security procedures.
- Continuous Improvement - Monitor ISMS performance and support continuous improvement initiatives to enhance the organization's information security posture.

Requirements

- A degree in Information Security, Cybersecurity, Computer Science, Information Technology, or a related field.
- Minimum 1-3 years of experience in information security, compliance, or ISMS coordination.
- Good understanding of ISO 27001:2022 standards, ISMS frameworks, and security governance.
- Experience in managing ISMS documentation such as policies, procedures, risk registers, and audit records.
- Familiarity with internal audit processes, compliance monitoring, and information security risk management.
- Professional certifications such as ISO 27001 Lead Implementer, Lead Auditor, or other information security certifications will be an added advantage.
- Strong analytical and problem-solving skills with attention to detail.
- Ability to coordinate across teams and ensure organization-wide compliance with security policies and procedures.

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