

## Job Description

1. JOB DETAILS:	
Job title:	Chief Information Security Officer
Reports to:	Chairperson, Information Security Committee and Director - Information Technology Division (dotted line)
Sector:	Corporate Services
Division:	Information Technology
Section:	IT Information Security
Job code:	TBD
Date prepared/revised:	November 2018

2. JOB PURPOSE:
To plan and manage the Information security management function and lead the development and implementation of Information security policies and systems in line with the UAE Information Assurance Standards and guidelines to safeguard and protect EAD operations and ensure data confidential, integrity and availability of information assets and systems and support EAD's business continuity plan.

3. JOB DIMENSIONS:		
No. of staff supervised	Direct Reports:	1
	Total:	1

4. KEY ACCOUNTABILITIES:
<b>Description</b>
<p><b>Annual Planning and Performance Management</b></p> <ul style="list-style-type: none"> <li>Development and implementation of Information Security Program plan as per UAE Information assurance Standards</li> <li>Monitor the performance of the Information Security Program Plan Implementation and periodic reporting to Information Security Committee on performance.</li> </ul>
<p><b>People Management</b></p> <ul style="list-style-type: none"> <li>Manage the effective achievement of the Information Security section's objectives by setting individual targets, developing and motivating staff, conducting and reviewing performance appraisals for direct and indirect reports, assisting in recruitment, providing formal and informal feedback in order to maximise subordinates' and section's performance.</li> <li>Contribute to the achievement of Emiratisation requirements within the Information Security section through recruitment, development and retention of UAE nationals and in line with EAD's Emiratisation targets.</li> </ul>
<p><b>Day-to-Day Operations</b></p> <ul style="list-style-type: none"> <li>Manage the day-to-day operations of the Information Security section providing guidance in the related area, encouraging teamwork and facilitating related professional work processes in order to achieve high performance standards and ensure that employees' activities are performed in a timely, efficient, and effective manner.</li> <li>Report on a regular basis to the Chairperson of Information Security Committee on the operational activities of the Information Security section, challenges and issues faced, mitigations taken, etc. as required, to keep them informed and updated on the section's activities.</li> </ul>

<p><b>Information Security Policy Development, Implementation and Compliance</b></p> <ul style="list-style-type: none"> <li>Develop, seek approval and manage the implementation of enterprise wide information security policy, plans and procedures in line with Abu Dhabi Government guidelines and regulations, while leading regular review, upgrading and further developments in accord with the latest technology trends.</li> <li>Monitor the compliance of the policies and take appropriate actions based on directions of Information security Committee.</li> </ul>
<p><b>Information Security Assessment and Evaluation</b></p> <ul style="list-style-type: none"> <li>Evaluate the existing systems and respond to internet-wide security threats in relation to local systems to safeguard and protect EAD's information.</li> </ul>
<p><b>Information Security Committee</b></p> <ul style="list-style-type: none"> <li>As Rapporteur of Information Security Committee ensure meeting scheduling, agenda preparations, conduct of the meeting, issuing minutes of meetings, actions as per committee directives and appropriate reporting.</li> </ul>
<p><b>Information Security Risk Management</b></p> <ul style="list-style-type: none"> <li>Plan, coordinate and manage information security risk assessment and risk mitigation implementation in coordination with EAD's Risk Manager.</li> <li>Ensure communication and escalation of information security matters to Information Security Committee.</li> </ul>
<p><b>Service Continuity Management</b></p> <ul style="list-style-type: none"> <li>Review service continuity policies and processes and monitor implementation of service continuity plan to ensure EAD's information is protected in the case of a disaster.</li> </ul>
<p><b>Information Security Awareness</b></p> <ul style="list-style-type: none"> <li>Develop and deliver information security awareness, training and communication across EAD to ensure adherence to required standards.</li> </ul>
<p><b>Procurement Management</b></p> <ul style="list-style-type: none"> <li>Participate in the evaluation and assessment of products and services, ensuring adherence and compliance with the entity's security policies and requirements and to support the effective operations of the organization.</li> <li>Ensure that all EAD contracts incorporate relevant clauses with respect to information security policy.</li> <li>Audit service providers in view of compliance to information security policy</li> </ul>
<p><b>Collaboration</b></p> <ul style="list-style-type: none"> <li>Collaborate with internal and external stakeholders on matters related to the information security function in order to facilitate flow of information.</li> <li>Ensure information security matters are communicated and escalated to Abu Dhabi Government Security Team as necessary.</li> </ul>
<p><b>Policies, Processes and Procedures</b></p> <ul style="list-style-type: none"> <li>Develop policies, processes and procedures pertaining to the Information Security, in coordination with the Operational Excellence section, and manage their implementation to ensure adherence and fulfilment of all relevant requirements.</li> </ul>
<p><b>EHS (Environment, Health and Safety)</b></p> <ul style="list-style-type: none"> <li>Ensure awareness of and adherence to all relevant environment, health and safety (EHS) guidelines, policies and procedures by subordinates, provide direction and guidance on EHS matters and boundaries as related to their jobs, and ensure provision of EHS induction in order promote a proactive EHS culture within the team.</li> <li>Comply with all relevant EHS guidelines, policies and procedures, implement and improve integral elements of EHS management system as applicable to their job, ensure reporting incidents and hazards in a timely manner, and provide support in conducting EHS audits to ensure a healthy and safe work environment</li> </ul>
<p><b>Information Security</b></p> <ul style="list-style-type: none"> <li>All Employees and Stakeholders must read and understand the Information Security Policy to ensure compliance. Failure to do so will result in the non-compliant Employee or Stakeholder being sanctioned according to the existing laws, regulations, by-laws and policies as amended from time to time.</li> </ul>
<p><b>Ad-hoc Requests</b></p>

## 5. COMMUNICATIONS & WORKING RELATIONSHIPS:

- **Internal:**
  - All EAD Sectors/Divisions
- **External:**
  - Relevant Local and Federal Government Organisations (e.g. ADDA, aeCERT, Musanada, etc.)
  - External Service Providers

## 6. QUALIFICATIONS, EXPERIENCE & SKILLS:

### Minimum Qualifications:

- Bachelor's Degree in Information Security/ Information Technology / Information Technology Management or any related specialisation.
- Professional information security certifications (CISSP, CISA, and ISO 27001 Lead Auditor).

### Preferred:

- Master's Degree in in Information Security/ Information Technology / Information Technology Management or any related specialisation
- Professional information security certifications (CISM, SANS).

### Minimum Experience:

- Minimum 5 years of relevant work experience in Information Security, desired 7+ years of experience.

### Competencies:

Behavioural Competency	Level
Commitment to the Environment	3
Having Empathy	3
Organisational Awareness	3
Logical and Innovative Thinking	4
Inspirational Leadership	4
Developing Capability	4
Holding People Accountable	4
Promoting Teamwork and Collaboration	4
Influencing	4
Driving Outcomes	4
Taking Initiative	4
Partnering	
Building Organisational Capability	4

Common Technical Competency	Level
Budget and Cost Control	3
Data Collection and Analysis	4
IT and Computer Literacy	4
Language Skills	4
Management Skills	4
Negotiation Skills	4
Presentation / Facilitation Skills	4
Project Management	4
Quality Orientation	4
Understanding of Environmental Issues	3
Professional Writing Skills	4
Health and Safety Awareness	4
-	-

### 7. WORKING ENVIRONMENT:

- Typical office environment (100%)

### 8. APPROVALS:

8- الموافقات:

Job Holder	الموظف	
	Signature التوقيع	Date التاريخ
Line Manager (Secretary General)	المدير المباشر (الأمين العام)	
	Signature التوقيع	Date التاريخ
Human Resources	الموارد البشرية	
	Signature التوقيع	Date التاريخ