Job Description – Information Risk & Security Manager

Version: DRAFT

Date: \_\_\_\_\_\_\_\_\_\_

Prepared by: Ernesto Ganadores Jr.

1. Role Summary

[Provide a high-level overview of the role and its contribution to the ISMS.]

2. Key Responsibilities

- [Lead the implementation and maintenance of the ISMS.]  
- [Coordinate risk assessments and audits.]  
- [Develop security policies and procedures.]

3. Required Competencies

- [Knowledge of ISO/IEC 27001 and risk management.]  
- [Excellent communication and leadership skills.]

4. Reporting Line

[Identify the supervisor or reporting structure for this position.]

5. Review

[Specify how often the JD is reviewed and updated.]