

Job Description

POSITION DETAILS			
Functional Designation		Department	Information Technology
Sub Department	Information Technology	HR Grade	
Location	Corporate Office	Reporting Manager	
Job Purpose			
The IT - Governance Specialist is responsible for developing, implementing, and maintaining IT governance frameworks and policies to ensure that IT investments support business objectives. This role involves managing IT risks, ensuring compliance, and optimizing IT resources.			
Principal Accountabilities			
Governance Responsibilities			
<ul style="list-style-type: none"> ➤ Overseeing the review and management of IT documentation, ensuring accuracy, completeness, and compliance with internal policies, regulatory mandates, and industry standards. ➤ Spearheading the design and implementation of robust IT GRC policies and procedures to ensure regulatory compliance and mitigate risk factors within the banking technology sector. ➤ Establishing and maintaining effective governance structures to monitor and enforce IT GRC controls, safeguarding critical assets and ensuring business continuity. ➤ Ensuring policies and framework for crisis management and business continuity planning, ensuring IT systems' resilience in the face of disruptions and disasters. 			
Compliance Responsibilities			
<ul style="list-style-type: none"> ➤ Conducting PCI-DSS & DPSC GAP Assessment & Remediation for the PFL. ➤ Achieving successful compliance certifications (e.g., ISO 27001) through rigorous audit preparation and documentation. ➤ Orchestrating Regulatory Information Technology compliance requirements for PFL, meticulously overseeing the timely filing of various regulatory reports to RBI and other governing bodies. ➤ Leading and coordinating RBI (CSITE) and other regulatory audits for the technology department, orchestrating comprehensive compliance assessments and driving resolution of identified issues. ➤ Submission of IT Compliance reporting on a weekly/monthly basis which includes Antivirus Status, Patch Status, Hard disk encryption status. ➤ Single point of contact for all Information Technology compliance related requirements. ➤ Analyze the circulars published by regulatory bodies like Reserve Bank of India, NPCI, IRDA, and ensuring compliance to the same. ➤ Test design and implementation for the controls and discussed the gaps found during the audits. ➤ Leading RBI (CSITE) and RBI SSM audits for technology department. ➤ Track various audit observations till closure. ➤ Managing user access management for IT applications with PFL 			

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Collaboration and Communication Responsibilities

- Collaborating with legal and regulatory affairs teams to interpret and address new regulatory requirements affecting IT operations.
- Spearheading the facilitation of Third-Party Audits for IT functions, ensuring thorough assessment of compliance with internal policies and external regulations, and driving continuous improvement initiatives based on audit findings.
- Collaborating with cross-functional teams to develop and implement robust governance frameworks, policies, and procedures, fostering a culture of compliance and risk awareness across the organization.
- Support internal, external, and regulatory IT audits including SOX, operational, financial audits, and other risk-based engagements. (RBI, CSITE SEBI, IRDAI, UIDAI, ITGC, SOX)

Risk Management

- Identifying risk and recommending mitigating controls to maintain and manage risks.
- Coordinating with InfoSec to perform the Risk Assessment on identifying the critical applications and to include the same in the PFL's BCP policy.
- Monitor and report on key risk indicators (KRIs) and risk appetite.

Continuous Improvement

- Preparation for getting recognition for outstanding contributions to CSITE Audit within the organization.
- Conducting thorough analysis of advisories and circulars issued by regulatory authorities such as RBI, NPCI, IRDA, and UIDAI, ensuring meticulous alignment with regulatory guidelines and standards.
- Proactively identifying emerging regulatory trends and requirements and implementing proactive measures to ensure continuous compliance and mitigate associated risks.
- Implementing ITIL processes: Incident Management, Change Management, Release & Deployment Management, and IT Service Continuity Management.
- Establishing effective metrics and managing escalations to ensure service quality.
- Analyzing reports, presenting insights to Management, and driving continuous service improvements.
- Ensuring strict adherence to processes and guidelines for seamless service delivery.
- Leading initiatives to enhance IT GRC awareness, fostering a culture of compliance and accountability across the organization.
- Driving continuous improvement efforts to optimize IT GRC processes and frameworks, leveraging industry best practices and emerging technologies to stay ahead of evolving regulatory requirement
- Collaborating with cross-functional teams to conduct comprehensive risk assessments and develop tailored mitigation strategies to address emerging threats and vulnerabilities.
- IT Security Architecture Review & Advisory DDoS,
- Vulnerability Assessment Penetration Testing
- Preparing Quarterly presentation for IT Steering Committee, IT Strategy Committee, etc. Making sure that Audits are performed regularly for; Inventory Management, Change Management, Patch Management, User Access Management, Incident Management, Vendor Risk Management, Capacity Management, BCP, Disaster Recovery, Cyber Security.
- Performing Critical Application Audits and Critical Vendor Audits based on the Risk Assessment.

Desired Profile

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Education	B. Tech or BE MCA/MBA/MTech- Computer Science/IT will be added advantage
Experience	8-12 years
Certifications	ITIL, PMP, TOGAF, COBIT, DevOps, etc.
Team Size managed	5-10

- Bachelor's or Master's degree in Information Technology, Computer Science, or a related field.
- Professional certifications such as CISA, CGEIT, or COBIT are preferred.
- Proven experience in IT governance or a similar role.
- Strong understanding of IT governance frameworks, risk management, and compliance requirements.
- Excellent analytical and problem-solving skills.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in using IT governance tools and software.