Information Security & Data Privacy Analyst

JOB DESCRIPTION :

- Evaluating business processes, anticipating requirements, uncovering areas for improvement with respect to Information Security and Privacy.
- Leading ongoing reviews of business processes in relation to Information Security and Privacy.
- Staying up to date on the latest process and IT security advancements (ISO Framework)
- Conducting meetings and presentations to share ideas and findings.
- Documenting and communicating the results of his efforts.
- Effectively communicating his insights and plans to cross-functional team members and management.
- Gathering critical information from meetings with various stakeholders and producing useful reports.
- Working closely with various stakeholders.
- Managing internal projects, developing project plans, and monitoring performance.
- Updating, implementing, and maintaining procedures.
- Prioritizing initiatives based on business needs and requirements.
- Monitoring deliverables and ensuring timely completion of projects.

JOB REQUIREMENTS:

- Minimum a Bachelor's degree, most preferably in Business Management or IT Security.
- Knowledge in the IT Security field or ISO Security framework.
- Exceptional analytical and conceptual thinking skills.
- The ability to influence stakeholders and work closely with them.
- Excellent communication and documentation skills.
- Fundamental analytical and conceptual thinking skills.
- Experience creating detailed reports and giving presentations.
- Competency in Microsoft applications including Word, Excel, PowerPoint.
- Excellent planning, organizational, and time management skills.