

## Terms of Reference

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| <b>Position</b>                          | Additional Joint Director/ Deputy Director/Assistant Director as <b>Cybersecurity Assessment &amp; CERT Specialist</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Number of positions</b>               | 01                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Nature of Employment</b>              | <ul style="list-style-type: none"> <li>• Appointment shall be made on a contractual basis for a term of three (3) years, extendable based on organizational need and performance.</li> <li>• The Commission may consider regularization of this position after completion of three years, subject to fulfilment of the criteria prescribed for this purpose.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Location</b>                          | <ul style="list-style-type: none"> <li>• Islamabad</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Duties and Responsibilities</b>       | <p><b>Cybersecurity Assessment &amp; CERT Specialist</b></p> <ul style="list-style-type: none"> <li>• Conduct regular vulnerability assessment and penetration testing (VAPT). Generate VAPT reports covering severity-wise vulnerabilities along with recommendations to address them.</li> <li>• Evaluate and assess Infosec requirements for various initiatives/projects and give Infosec clearances.</li> <li>• Coordination with Capital Markets and other SECP-regulated entities for Governance of their VA/PT, Secure Software Code Review, and other compliance initiatives</li> <li>• Conduct Technical Capacity Building trainings related to SSDLC, development, awareness and implementation of Secure Code checklist/methods to avoid software vulnerabilities at development stage</li> <li>• Awareness Campaigns and seminars related SECP Sectoral CERT role</li> <li>• Manage Sectoral CERT with respect to nCERT guidelines, CERT Rules and handle all coordination with nCERT and regulated entities, including Capital Markets POCs</li> <li>• Vulnerability Management through effective coordination, KPIs, SLAs and OLA for SECP and its regulated entities</li> <li>• Network Security Configuration reviews, Security solutions management like DLP, Firewall, MFA, IAM, PAM, Proxy etc, vendor management, ISO 27001 Certification activities</li> <li>• New Security Solutions evaluations, Supply Chain Security management</li> <li>• Any other task assigned by the Line Manager or HoD</li> </ul> |
| <b>Functional/Technical Competencies</b> | <ul style="list-style-type: none"> <li>• Hands-on experience of working with Vulnerability scanners and Penetration testing tools and techniques.</li> <li>• Sound knowledge of SSDLC, IT infrastructure and networking</li> <li>• Certifications &amp; trainings like: CCNA/CEH/CISSP and similar will be an advantage</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Qualification</b>                     | <ul style="list-style-type: none"> <li>• Master's/Bachelor's degree (equivalent to 16 years of education) in Cybersecurity, Computer Science, Information Technology, Software Engineering, Electrical, Computer, or Telecom Engineering, or related disciplines from an HEC-recognized university/institute.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Experience</b>                        | <ul style="list-style-type: none"> <li>• This position may be offered at the level of Additional Joint Director, Deputy Director, or Assistant Director. The minimum post-qualification experience required is 8 years for Additional Joint Director, 6 years for Deputy Director, and 3 years for Assistant Director, depending on the level of appointment.</li> <li>• Working knowledge/experience in Network Security, VAPT, SSDLC, Training delivery for Secure Code Checklist/Methods, Supply Chain Security, Security Policies, Procedures, Frameworks, Firewall, Proxy, PAM, DLP, MFA is an added advantage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

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| <b>Age</b>                   | <ul style="list-style-type: none"> <li>• The maximum age limit for the position of Additional Joint Director is 45 years, for Deputy Director is 40 years, and for Assistant Director is 35 years as of the closing date for submission of applications.</li> <li>• Candidates applying for the positions of Deputy Director or Assistant Director who possess at least three years of work experience with a regulator shall be eligible for an age relaxation of up to five years.</li> </ul> |
| <b>Other Required Skills</b> | <ul style="list-style-type: none"> <li>• Proficient in Microsoft Office</li> <li>• Excellent communication skills</li> <li>• Proficient in report writing</li> <li>• Good at analysis and problem-solving</li> <li>• Be able to work independently and as a team</li> </ul>                                                                                                                                                                                                                     |