Terms of Reference

Position	Additional Director/Joint Director
Number of positions	01
Nature of Employment	• Appointment shall be made on a contractual basis for a term of three (3) years, extendable on organizational need and performance. • The Commission may consider regularization of this position after completion of three years, subject to fulfilment of the prescribed criteria by the Commission.
Location	• Islamabad
Duties and Responsibilities	• Develop Information Security frameworks, standards, policies, procedures, guidelines, and other associated documents required for SECP and regulated entities • Be a Point of Contact for National CERT, and SECP-regulated entities • New Security Solutions evaluations, Supply Chain Security management • Develop Information Security Gap Analysis, metrics, KPIs for SECP and its regulated entities for protection of critical infrastructure • Conduct regular vulnerability assessment and penetration testing (VAPT). • Evaluate and assess Infosec requirements for various initiatives/projects and give Infosec clearances. • Coordination with Capital Markets and other SECP-regulated entities for Governance of their VA/PT, Secure Software Code Review, and other compliance initiatives • Technical Capacity Building trainings related to SSDLC, Awareness Campaigns and seminars related to the SECP Sectoral CERT role • Manage Sectoral CERT with respect to nCERT guidelines and CERT Rules and handle all coordination with nCERT and regulated entities, including Capital Markets POCs • Vulnerability Management through effective coordination, KPIs, SLAs and OLAs for SECP and its regulated entities • Network Security Configuration reviews, Security solutions management like DLP, Firewall, MFA, IAM, PAM, Proxy etc, vendor management, ISO 27001 Certification activities • Any other task assigned by the Line Manager or HoD
Functional/Technical Competencies	• Hands-on experience of developing Infosec policy documents. • Deep Knowledge of Infosec / IT standards like ISO27001, NIST, COBIT, ITIL, CIS controls, etc • Good knowledge of applicable and relevant laws and regulations like SECP Act, National Cybersecurity Policy (NCSP) 2021, Pakistan Cloud First Policy, Prevention of Cyber Crime Act (PECA) etc • Good knowledge of Cybersecurity/IT concepts and solutions like Firewalls, DLP, AV/EDR/XDR, IPS/IDS, MDM, IAM, APIs, networking and others. • Certifications and trainings like ISO 27001 Lead Auditor /Lead Implementor/CISM/CISA/CGEIT and similar will be an advantage.
Qualification	• Master's/ Bachelor's degree (equivalent to 16 years of education) in Cybersecurity, Computer Science, Information Technology, Software Engineering, Computer Engineering, or related disciplines from an HEC-recognized university/institute.

Post Qualification Experience	• This position may be offered either as an Additional Director or Joint Director. The required minimum post-qualification experience is 12 years for Additional Director and 10 years for Joint Director, depending on the level of appointment. • Working knowledge/experience in Network Security, VAPT, SSDLC, Supply Chain Security, Security Policies, Procedures, Frameworks, Firewall, Proxy, PAM, DLP, and MFA is an added advantage.
Age	• The maximum age should not exceed 45 years on the last date of submission of the application.
Other Required Skills	• Proficient in Microsoft Office • Excellent communication and presentation skills • Proficient in report writing • Good at analysis and problem-solving • Be able to work independently and as a team