

<b>Job Title</b>	<b>Management Trainee – Risk and Governance</b>
<b>Directorate</b>	Personal Data Protection Office
<b>Department</b>	Data Protection Affairs
<b>Reporting to</b>	Risk and Governance Officer
<b>Salary Grade</b>	N7
<b>Job Purpose</b>	
<p><b>Primary purpose:</b> To support in effective risk and governance management for the Personal Data Protection Office.</p>	
<b>Key Accountabilities</b>	
<ul style="list-style-type: none"> <li>a) Undertake organizational information security risk compliance assessments and documentation in line with the Data Protection and Privacy Act, 2019</li> <li>b) Support in implementation, enforcement and validation of information security risk policies, standards, methods and procedures</li> <li>c) Support in implementation of processes and tools to identify, assess, manage and monitor security risks in the Personal Data Protection Office</li> <li>d) Assist organizations implement practices that meet defined policies and standards for information security risk management in line with the Data Protection and Privacy Act, 2019</li> <li>e) Monitor organizations' compliance with their internal policies and procedures as well as existing cyber security requirements and directives</li> <li>f) Participate in the development and implementation of information security awareness and education programs</li> <li>g) Support in Implementation of the risk and governance program for the Personal Data Protection Office.</li> <li>h) Perform other duties as may be assigned.</li> </ul>	
<b>Qualifications and Experience</b>	
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>a) Bachelor's degree in Computer Science, Information Technology, Information Science, Telecommunications, Information Systems, Information Security or a related field from a recognized university is a requirement.</li> </ul>	
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>b) A minimum of one (1) year's working experience working in any field in Information Technology is a requirement.</li> <li>c) Experience in cyber security and risk management is an added advantage.</li> </ul>	
<p><b>Technical Expertise</b></p> <ul style="list-style-type: none"> <li>d) Understanding of trends and developments in the areas of information security and risk management</li> <li>e) Basic knowledge of Information Security Management Standards and Frameworks</li> <li>f) Basic knowledge of Information Security principles and practices</li> </ul>	

- g) Effective usage of Microsoft Word, Project, Excel and Power Point (Visio is a plus)
- h) Analytical and problem –solving skills
- i) Good Communication & interpersonal skill across strategic, tactical and operational levels
- j) Stakeholder Management skill
- k) Flexibility, persistence and willingness to work on a variety of activities/tasks
- l) Strong organizational skills
- m) Fluent English (written and oral)

#### **Nature and Scope**

- n) Able to prioritize and co-ordinate work streams/projects to drive delivery of tasks
- o) A resilient team player with a 'can do' attitude, who is willing to take responsibility leading and working with others to create breakthrough solutions to complex problems
- p) Excellent interpersonal and communication skills (both oral and written)

