

Druk Holding and Investments Ltd.
Terms of Reference
Sr. Manager (Information Security), NDI Project, InnoTech Department

Overall Job Description

The InnoTech Department, DHI for implementing Bhutan National Digital Identity project is seeking an energetic, creative, collaborative, and highly motivated individual for the post of Information Security Manager to join our team as we enter the next phase of product development. If you are excited about technology and innovation, here's your chance to make a career of it while helping to advance the digital identity ecosystem in the country.

Reporting to the Director, you will be responsible for the company's flagship product line that provides electronic authentication, identity verification, and electronic signature related services for the country.

If you are fascinated by technology and innovation, are brilliant at multitasking, ready to tackle new challenges on a daily basis, and enjoy working in a fast-paced environment alongside bright and energetic individuals - we highly encourage you to apply for the position.

Specific Responsibilities

The specific responsibilities are as given below:

The Sr. Manager of Information Security Manager will be tasked with a wide range of activities related to product development and management. Regular responsibilities include, but are not limited to:

- Architect and orchestrate overall strategy and systems for Bhutan National Digital Identity project including information security, risk assessment, and regulatory and compliance requirements/audits while establishing an information security and risk management capability and framework;
- Understand and interact with technology, support, and delivery teams through committees to ensure the consistent application, execution, and monitoring of policies and standards across all technology projects, systems, and services;
- Lead programs and processes to manage and deploy security controls to support business needs and minimize risk, and monitor the emergence of new threats and vulnerabilities, assessing impacts, and driving responses as appropriate;
- Collaborate with senior leaders across the organization to develop and review new security policies, standards, processes, and procedures relevant to changing conditions and priorities;
- Lead and coordinate, both internally and externally, responses to security incidents, providing timely reports during incidents and remediation, as well as proposing solutions to anticipate, prevent, and mitigate future incidents;
- Ensure that processes are in place and that staff are appropriately skilled to respond to audits and security incidents;
- Establish processes to respond in a timely and proactive manner to significant information security breaches;
- Respond appropriately to investigations and forensic requests, managing situations with discretion, sensitivity, and objectivity, and with due consideration of chain-of-custody;

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- Partner with business stakeholders across the NDI Services to raise awareness of risk management concerns and ensure clear and timely advice is provided to executive management on key information security and assurance issues.

Education & Experience Criteria

They must have:

- Master's degree in related field (MBA preferred);
- Bachelor's degree in Economics/Business Management/Engineering or a related degree with a minimum of 50% aggregate.
- Min. of 5 years of relevant work experience (excluding the study period)

Candidates with following experience will have preference:

- Knowledge and experience with PKI;
- Solid understanding of product development life cycle models as well as knowledge of both agile and traditional project management principles and practices; and
- Prior experience in identity management, biometrics, cybersecurity, or data privacy industries.

Person Specifications & Attributes

- Proven track record and experience in developing information security policies and procedures, as well as successfully executing programs that meet the objectives of excellence in a dynamic business environment;
- Knowledge of common information security best practices, standards, and frameworks, such as ISO/IEC 27001, PCI, eIDAS, and NIST, as well as industry trends related to information systems and related technologies, including knowledge of legal and regulatory requirements pertaining to privacy and cybersecurity;
- Knowledge of business IT ecosystems, SaaS, IaaS, PaaS, cloud computing, authentication, electronic signature, PKI, SOA, APIs, open data, open systems, microservices, event-driven IT, and predictive analytics;
- Strong messaging and storytelling skills with the ability to translate technical concepts to a wide audience using real-world examples, visuals, and analogies;
- Innovative thinking and leadership with an ability to lead and motivate cross-functional, interdisciplinary teams/organizations;
- Intellectual curiosity and bias for action;
- Have a passion for driving business, culture, and technology change and results in dynamic and complex operating environments to create a culture of continuous improvement to core organizational practices, processes, and systems; and
- Agility to adapt to constant shifting needs and demands of the business.

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Other requirements

- DHI application form.
- Curriculum Vitae (CV) clearly indicating requirements referred to above.
- 2 referrals/recommendation letters from non-family related referees.
- Copies of (1) Degree Certificates, (2) Academic Transcripts, (3) Security Clearance Certificate (online), (4) Medical Fitness Certificate, and (5) Citizenship Identity Card.

Employment Type

- Contract

Salary & Others Benefits

- Salary and benefits shall be fixed within the existing DHI pay scales & in line with the DHI Service rules