

Terms of Reference

Date: 16th September 2019

Designation: Intern

Post Type: Internship

Department: Data and Application

Division: Pensions Administration and Technology

Reporting

The Intern will report to the Chief Technology Officer

Scope of Work

- Assist with reviewing various documents related to the ISO27001 Information Security Management System (ISMS).
- Assist in reviewing existing process documentation.
- Updating the ISMS related documents to the existing document management portal.
- Assist in mapping roles and responsibilities of the ISMS related process owners.
- Assist with preparing ISO 27001 audit-related artifacts and coordinate audit activities/remediation between business process owners.

Qualifications/Competency

Must-haves

- Positive can-do attitude with a curiosity to learn and improve.
- Bachelor's degree (or in progress towards a Bachelor's degree) in Information Systems, Business Administration, Computer Science, or a related field.
- Attention to detail and strong project management skills.
- Ability to work in a fast-paced environment.
- Strong interpersonal skills, communication, and diplomacy.

Strong Pluses

- Writing skills.
- Familiarities with GSuite.
- Experience with working in various regulatory frameworks.