JOB TITLE:	IT/DIGITAL CONTROL OFFICER	REFERENCE INDICATOR:	
DIVISION	INTERNAL CONTROL	DEPARTMENT/ UNIT:	INTERNAL CONTROL
JOB GRADE:		VERSION NO.:	1.0.1

JOB OBJECTIVE(S)

- To ensure early detection and prevention of security risks and vulnerabilities within critical IT Resources in the Bank.
- To provide Control Counseling, Advisory and Decision Support Service including risk based performance management on emerging threats to the activities in the Bank.
- To create and improve homogenous Information Security Culture in all functions that aligns with the Bank's Control and business objectives.
- To foster Regulatory Compliance of IT Infrastructures and adaptability of global best practices without undue exposure to all known vulnerabilities
- Strong relationship building

DUTIES & RESPONSIBILITIES

a. Ensure Policy/Procedure/Regulatory Compliance
b. Build strong KYC compliance environment in ICT, Business Software Support, E Business and Channels Support functions.
c. Ensure strict compliance with the Bank's logical access controls and Information Security policies in the day to day activities of all Users in the Bank.
d. Ensure that all outsourced IT User functions are properly executed in line with Service Level agreements and the Bank's Information Security policies.
e. Ensure that Users of all critical and vital applications in the Bank are effectively reviewed and monitored.
f. Ensure prompt resolution of all open issues in the Audit Report, Management letter, Regulatory Examiners Report and other Statutory Examiners Report relating to IT and systems.
g. Conduct comprehensive risk assessments covering the design, implementation and operation of all the Bank's E-Channels products to ensure that all key risks are identified/assessed and appropriate controls recommended and implemented.
h. Perform periodic technical security assessments of all E-Channels products platforms, applications and databases
i. Participate in user acceptance testing (UAT) for new E-Channels, Collection platforms and enhancements to existing products.
j. Review of all Automated Income lines as may be assigned by Head Revenue Assurance.
k. Ensure prompt and qualitative rendition of relevant Assessment and Compliance reports to the Country Head, Internal Control including the Monthly Reports and Ad-hoc.

KEY PERFORMANCE INDICATORS

a. Zero Tolerance for Operational/Fraud Loss.
b. Quantum of undetected regulatory/statutory infractions.
c. Quantum of undetected internal policy and procedure infractions.
d. Quality and Timeliness of losses and loss events reporting in processing areas
e. Magnitude of IT related Regulatory sanctions.
e. Audit rating of Logical Access Controls and IS Quality Assurance.
f. Integrity of the logical access database.
g. Promptness, Accuracy and Validity of Exception Reporting/Rendition of all Activity reports
h. Exceptions observed in peer review, control adequacy checks and other Information Security & Quality Assurance checks administered on the unit.
i. Gaps between the prescribed TAT and actual service delivery period.

JOB REQUIREMENTS

Education: Minimum of First Degree or equivalent in Business Information Systems, Computer Science, Information Technology or Cyber Security
be.
Certification: Added advantage in any related certifications such as CISA, CISM, CPA, CISSP, CRISC, ISO 27001, CISCO, ITIL, PCI DSS

Experience: One to two (1-2) years cognate experience.

KEY COMPETENCY REQUIREMENTS

Knowledge	Skill/Competencies
▪ Basic and Intermediate Banking Operations knowledge	▪ Analytical and Investigation Skills
▪ IT Fraud and Operational risk knowledge	▪ Auditing Skills
▪ Systems Security Policy, Statue and Regulation interpretation/implementation.	▪ Basic and Intermediate Banking Operations Skills
▪ Revenue assurance and Product Knowledge	▪ Computer Assisted Audit Techniques Skills (CAAT)
▪ Detailed and Extensive Working Knowledge of Microsoft word, Excel and power point, Intranet Mailing facility and the core & ancillary banking applications deployed by the bank.	▪ Comprehensive Information System Control Skills
	▪ Comprehensive Information System Audit Skills
	▪ Proficiency in relevant IT certifications
	▪ Oral and written Communication Skills
	▪ Tactical Skills

REPORTING RELATIONSHIPS

Functionally reports to: COUNTRY HEAD, INTERNAL CONTROL

Administratively reports to: COUNTRY HEAD, INTERNAL CONTROL