



IT Governance Specialist

Reporting To Head of IT

Responsibilities

- Support the development, implementation, and maintenance of IT governance frameworks, policies, standards, and procedures.
- Ensure IT policies align with regulatory requirements, ISO 27001, and company objectives.
- Review and update IT policies periodically to ensure continued relevance and compliance.
- Ensure proper approval, communication, and implementation of IT policies across the company.
- Establish and maintain IT risk management framework and risk register.
- Identify, assess, and monitor IT risks across systems, infrastructure, applications, and vendors.
- Coordinate risk mitigation plans with relevant IT units.
- Monitor and report IT risk status to Head of IT Division.
- Ensure IT compliance with regulatory requirements, internal policies, and standards.
- Support regulatory submissions and compliance reporting.
- Monitor compliance status and escalate non-compliance issues.
- Coordinate implementation of regulatory and compliance requirements
- Coordinate and support internal and external IT audits.
- Facilitate audit information requests and evidence submission.
- Track and monitor audit findings and remediation progress.
- Ensure timely closure of audit findings.
- Establish and monitor IT internal controls to ensure effective governance.
- Review IT operational activities to ensure compliance with governance requirements.
- Monitor key governance activities.
- Support governance and risk assessment of IT vendors and service providers.
- Ensure vendors comply with security, regulatory, and contractual requirements.
- Maintain vendor risk and performance records.
- Support third-party risk management and due diligence.
- Promote IT governance awareness across IT and business units.

Requirements

- Good understanding and/or hands-on experience in IT governance and risk management, IT policy development, audit and compliance coordination, and IT control implementation.
- Strong analytical and documentation skills.
- Good communication and stakeholder management skills.
- Strong attention to detail.
- Ability to work independently.
- Bachelor's Degree in Computer Science, Information Security, Information Technology, or a related field.
- Professional certifications such as CISA, CRISC, CGEIT, ISO/IEC 27001, and/or COBIT certifications will be an added advantage.
- At least three (3) to five (5) years of work experience in IT Governance, IT Risk, IT Audit, or IT Compliance with preferred experiences in financial services, banking, or takaful/insurance industry.

All applicants must submit their application by **6th March 2026**.
Only short-listed candidates will be notified.