

Information Security Officer (ISO)

Officer Level (Senior Officer/Officer/Junior Officer): 1

Experience: Minimum **2 years** of related experience in related field.

Age: not exceeding 35 years on the last date of submission of application.

Education: Minimum of bachelor's degree either in computer science/ information or equivalent professional experience in Information Technology. Appropriate Certification or training is required, such as CISA, CISM or CISSP. Preference will be given to professional technical certification such as MCP/CCNA.

Duties and responsibility of ISO:

- Create and maintain an information security policy and associated procedures.
- Develop and implement risk mitigation strategies and controls to protect against potential threats.
- Ensure compliance with NRB Guidelines, company's regulations, and standards.
- Develop an incident response plan and lead efforts to respond to and mitigate security incidents and breaches.
- Monitor and manage security systems to detect and respond to threats.
- Promote security awareness and provide training to employees.
- Implement and maintain identity and access management solutions to ensure proper access controls.
- Assess the security of third-party vendors and service providers, including due diligence and ongoing monitoring.
- Investigate security incidents and breaches to determine the extent of the damage, the source of the breach, and the required remediation actions.
- Develop and test disaster recovery and business continuity plan to ensure the organization's ability to recover from disruptive events.

Digital Banking Officer

Officer Level (Senior Officer/Officer/ Junior Officer): 1

Experience: Minimum **2 years** of related experience in related field.

Age: not exceeding 35 years on the last date of submission of application.

Education: Minimum of bachelor's degree either in computer science/ information or equivalent professional experience in Information Technology.

Duties and responsibility:

- Identify opportunities for digital innovation and expansion of digital services that align with the company's overall business goals and objectives.

- Manage and oversee the development, deployment, and maintenance of digital banking products and services, such as mobile banking apps, online banking platforms, and digital payment solutions.
- Develop and execute customer engagement and retention strategies to increase adoption of digital services and retain existing digital banking customers.
- Oversee the selection and management of digital banking technology solutions and vendors.
- Ensure the security and compliance of digital banking systems and processes.
- Use data-driven insights to make informed decisions and improve digital banking services.
- Provide training and support for employees and customers to use digital banking tools effectively.

Application Developer Assistant Level:1

Experience: Preferably 1 **year** of related experience in related field (Fresher can apply).

Age: not exceeding 30 years on the last date of submission of application.

Education: Minimum of bachelor's degree either in computer science/ information or equivalent professional experience in Information Technology.

Duties and responsibility:

- Collaborate with senior developers and IT teams to design, develop, and maintain software applications using ASP.NET and related technologies.
- Assist with data-related tasks, such as data transformation, extraction, loading, and reporting, to support data-driven decision-making.
- Use version control systems to manage code changes and collaborate effectively with team members.
- Collaborate with software vendors and suppliers, when necessary, to assess and implement third-party software solutions.
- Assist in generating reports and data required for regulatory compliance and audits.