

**MAURITIUS PORTS AUTHORITY**  
**DUTIES FOR THE POST OF INFORMATION SECURITY OFFICER**

	<b>Main Duties</b>
<b>Information Security</b>	<ul style="list-style-type: none"> <li>• Develop an Information Security Framework to support the implementation and monitoring of adherence to the framework.</li> <li>• Ensure appropriate security risks controls are identified, assessed and accurately reported to protect information assets.</li> <li>• Ensure the organisations and the employees comply with internal policies, procedures, guidelines and standards.</li> <li>• Support in the execution of different projects as defined in Cybersecurity roadmap.</li> <li>• Manage day to day security of information systems and supporting infrastructure.</li> <li>• Evaluate information security technologies and counter-measures against threats to information or privacy and support in the development of security reports and dashboards.</li> <li>• Thoroughly conduct annual compliance reviews on MPA and its compliance to the policies and procedures.</li> <li>• Responsible for ensuring that the disaster recovery and emergency operating procedures are in place and tested on a regular basis.</li> <li>• Ensure effective staff training programs are in place to increase security awareness</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• Ensure DPA &amp; GDPR compliance at all times through implementation of controls and procedures.</li> <li>• Keep abreast of changes in the privacy law and technology that may change the threat landscape and MPA exposure to risk</li> <li>• Foster a culture of data protection among staff through training and awareness and determine the internal training activities for staff and management responsible for data processing activities</li> <li>• Maintain an inventory of processing operations and document the lawful bases of processing</li> <li>• Ensure the data inventory and mapping is kept up to date</li> <li>• Review and update contract with third party who deal with MPA personal data to ensure that there are required data protection clauses</li> </ul>

	<ul style="list-style-type: none"> <li>• Respond to data subject requests in the required timeframe including inquiries and complaints from data subjects for issues related to processing of their Personal Data</li> <li>• Advise management, departments and staff representatives on all matters pertaining to data protection and designing of data protection measures</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ To play an active role in promoting safety and security at the MPA</li> <li>▪ To adhere to and promote MPA's corporate values</li> <li>▪ To contribute to the enhancement of the port environment</li> <li>▪ To conduct such other related duties as assigned</li> </ul>