

MAURITIUS PORTS AUTHORITY

DUTIES FOR THE POST OF INFORMATION SECURITY OFFICER

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

	<ul style="list-style-type: none"> • 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 • Advise management, departments and staff representatives on all matters pertaining to data protection and designing of data protection measures
Other	<ul style="list-style-type: none"> ▪ To play an active role in promoting safety and security at the MPA ▪ To adhere to and promote MPA's corporate values ▪ To contribute to the enhancement of the port environment ▪ To conduct such other related duties as assigned