

Text Templates for Job Descriptions in IT and Information Security

Make sure you attract the right candidates with a suitable and appealing job advertisement.

Template for: Information Security Officer (CISO)

An ISB is responsible for all issues relating to information and data security in a company or institution. **His or her area of responsibility includes...**

- Management and coordination of the security process
- Supporting the management with the creation of security guidelines
- Coordinating the creation the security concepts and associated sub-concepts, including emergency concepts
- Preparing realization plans for safety measures as well as initiating and subsequently reviewing their implementation, including emergency plans
- Reporting to management level and other security officers on the status of information security
- Project management: coordinating security-related projects
- Investigating security-related incidents
- Initiating and coordinating information security awareness and training sessions
- Operation, further development and auditing of IT security within the framework of an Information Security Management System (ISMS)
- Reporting all results to the management
- Quality assurance function for information security

To successfully accomplish these tasks and maintain independence of decision-making, the CISO reports directly to top management and should bring the following to this responsible position:

Hard Skills:

- In-depth experience and knowledge in information security and IT. This includes the relevant standards, such as ISO 27001, as well as the BSI's IT-Grundschatz.
- Ideally, completed studies and certification as an ISB.
- Basic knowledge of the tasks and processes of the company or institution.
- Experience in project management & the coordination of tasks (preferably with knowledge of risk analysis).
- Related experience in change management
- High level of readiness for continuing education

Soft Skills:

- In-depth experience and knowledge in information security and IT. This includes the relevant standards, such as ISO 27001, as well as the BSI's IT-Grundschutz.
- Ideally, completed studies and certification as an ISB.
- Basic knowledge of the tasks and processes of the company or institution.
- Experience in project management & the coordination of tasks (preferably with knowledge of risk analysis).
- Related experience in change management
- High level of readiness for continuing education

These requirements are independent of whether an internal or external CISO is commissioned.

Template for: Chief Security Officer (CSO)**The CSO's responsibilities include:**

- Leading the company's risk control efforts
- Managing and executing security protocols, specifications, policies and procedures
- Overseeing the network of security managers and contractors to secure the company's intellectual property and database infrastructure
- Coordinate external contractors to perform impartial audits of statutory regulations and reach compliance
- Maintain relationships with local, state and federal law enforcement and all relevant government agencies
- Investigate and oversee security incidents and responses to them

Hard Skills:

- In-depth experience and knowledge in the areas of enterprise security, IT and information security, including current laws and standards
- Ideally completed studies and certification as CSO
- Basic knowledge of corporate or government tasks and procedures
- Experience in project management & ability to coordinate tasks
- Related experience in change management
- High degree of readiness for further training
- The soft skills are identical to those of the ISB.

The soft skills are identical to those of the CISO and are equally independent of whether an internal or an external expert is commissioned.

Template for: Chief Information Officer (CIO)

The responsibilities of an IT Security Officer or CIO include:

- Setting goals and strategies for the IT department to meet or, ideally, exceed business objectives.
- Working closely with individual teams and departments across the organization
- Supporting the risk management team in the implementation of measures
- Select and implement appropriate technologies to streamline all internal operations and optimize their strategic value
- Plan and adapt technology systems and platforms to improve the customer experience
- Lead and develop the team in the IT organization

Hard Skills:

- In-depth experience and knowledge in IT as well as information security, including current laws and standards.
- Ideally completed IT studies and certification as CIO
- Basic knowledge of the tasks and processes of the company or government agency
- Experience in project management & ability to coordinate tasks (preferably with knowledge of risk analysis)
- Related experience in change management
- High degree of readiness for further training

The soft skills are identical to those of the CISO and are equally independent of whether an internal or an external expert is commissioned.

Template for: Data Protection Officer (DPO)

His responsibilities include:

- The assumption of operational and organizational data protection consulting
- Providing advice on all data protection issues in the national (and international) context
- Setting up, introducing and continuing a data protection management system and drawing up instructions for the company to follow
- Processing inquiries, requests for information and complaints from external contractual partners, customers and employees

- Reviewing and negotiating contracts and working on corporate data protection guidelines
- Ensuring the documentation of data protection-relevant processing operations
- Support in the data protection-related drafting of contracts and supplementary agreements with external business partners as well as in employment contract regulations

Hard Skills:

- Experience and knowledge in (inter-) national data protection law issues as well as data security, incl. common standards
- Ideally through completion of a law degree
- Basic IT knowledge
- Basic knowledge of the company's or authority's tasks and processes
- Experience in project management & ability to coordinate tasks (preferably with knowledge of risk analysis)
- High degree of readiness for further training

The soft skills are identical to those of the CISO and are equally independent of whether an internal or an external expert is commissioned.