



## **Information Security Officer**

Plentina is looking for ambitious applicants that are interested in joining a startup focused on financial inclusion. We are a group of passionate individuals striving to unlock the Filipinos' potential by providing access to finance through a collection of diverse skill sets working together to provide customers value.

Plentina is looking for a driven **Information Security Officer** responsible for managing IT compliance and information security matters for the company, such as but not limited to securing relevant IT certifications (e.g. ISO 27001) as well as day-to-day data protection compliance throughout the company with focus on the Philippines' Data Privacy Act, its implementing rules and other global best practices. The company can offer you mentorship and expand your skill set quickly into other areas that you might be interested in.

We're seeking candidates who are comfortable with a high level of responsibility, taking ownership by designing and building independently and fixing problems as they arise. You'll collaborate with our technical, business, operations, and legal firm on a regular basis.

The company will pay for training as necessary to keep up to date with the latest regulation changes.

The Information Security Officer will report to the Country General Manager.

### **What is expected in the role:**

- Excellent communication skills and great attention to detail
- Passionate about our mission to unlock financial services for the Philippines' emerging middle class
- Strong sense of ownership of their work and its impact on our customers' experiences and livelihoods
- Comfortable being part of a high risk / high reward startup environment as a member of our founding team
- Service-oriented
- Superior analytical skills
- Can work under pressure and can meet deadlines
- Ability to convey constructive criticism
- Social Perceptiveness

## **Your duties will include:**

- Assist the legal and compliance director to ensure data privacy compliance with regard to internal documentation, internal policies, customer agreements and vendor programs/agreements;
- Analyze, monitor, and ensure all data processing activities of the company are in line with standards set by relevant authorities;
- Serve as the registered contact for the company regarding data privacy matters with clients, suppliers and regulatory bodies;
- Monitor, audit, and advise on IT compliance and security-related matters, as well as data protection efforts implemented by the company;
- Handle the interface with data subjects on behalf of the company;
- Facilitate proper and prompt data breach and security incident management;
- Build a privacy security program in partnership with key company departments;
- Educate, train or guide colleagues about proper measures and best practices on data security and privacy matters;
- Formulate policies relating to IT and information security matters with prioritization of key privacy risks; and
- Support internal company functions to ensure information security throughout the company.

## **Minimum Skills & Qualifications**

- Bachelor's degree in Legal Management or any related field,
- At least 3 years+ experience leading or dealing with information security management, data protection, and data management efforts in a company with operations ideally in the Philippines;
- Knowledge of relevant privacy or data protection policies and practices;
- Project management skills to drive data governance-related initiatives;
- Excellent communication skills (written and verbal) to relay concerns and solutions with both internal and external stakeholders;
- Willingness and ability to learn the company's technology stack, other information security infrastructure and related matters;
- With a strong work ethic and a proactive problem solver; and
- Has a viable work from home setup

## **Experience that would be a plus:**

- Previous appointment as Data Protection Officer for a Philippine company;
- Working with technology startups;

- Comfortable with technology, and has written code and workflow automation tools; or
- a Certified Information Privacy Professional (CIPP) or has any other equivalent certification relating to information security or data privacy

Expected start date: ASAP

Application requirements:

- CV
- Portfolio (Include links to public samples if available)
- Cover letter addressed to the CEO of the company

You may email your application to [careers@plentina.com](mailto:careers@plentina.com)