



GGA Software Services LLC

Position Description: Information Security and Compliance Officer

Position:	Information Security and Compliance Officer
Type:	Permanent
Location:	St. Petersburg, Russia
Travel:	10%
Compensation:	Competitive compensation package commensurate with qualifications and experience

Position Description:

GGA is seeking a highly motivated and accomplished professional to serve as the company's Information Security and Compliance Officer. The Information Security and Compliance Officer will have overall responsibility for a comprehensive security program that includes information security policies, compliance, and governance. The successful candidate will develop long-term security strategies and ensure that the company meets all mandated security standards and client needs. He or she will provide security-related vision, leadership, and strategy required for the company's continued market place presence and success. The successful candidate will be responsible for developing and implementing a corporate culture of compliance and information security. He or she will maintain and reinforce this culture throughout the organization via employee training and motivation, so that the culture underpins all business decisions and choices made on a daily basis.

Security Responsibilities:

- Provide leadership for the integration of security as a key component of the corporate culture.
- Train and motivate employees to make compliance and information security an inherent part of the corporate culture.
- Provide leadership for the governance, and compliance of global security policy, standards, procedures, and guidelines to prevent the unauthorized use, release, modification, or destruction of data across multiple platforms and environments.
- Set information security strategic direction for all technology platforms and business units.
- Establish and implement the company's security program. Ensure the development, testing and implementation of appropriate security plans, products and control techniques. Identify protection goals, objectives and metrics consistent with the corporate strategic plan.
- Oversee a network of security directors and vendors who safeguard the company's assets, intellectual property and computer systems, and who ensure the physical safety of associates, visitors and data centers.



GGA Software Services LLC

- Communicate key information security strategies and processes to increase productivity and/or to reduce risk.
- Proactively address the internal client community in order to consistently meet or exceed defined levels of security needs.
- Provide leadership for perimeter protection technology and processes that include intrusion detection, incident handling, processing, and vulnerability assessments.
- Oversee the company's security processes and ensure high quality deliverables in the areas of administration, monitoring and auditing.
- Partner with outside consultants, as appropriate, for independent security audits.

Compliance Responsibilities:

- Foster a compliance culture of doing not only what is within the strict parameters of the law, but also what is right from a business and information security perspective.
- Oversee and review all legal technology issues across the organization, including providing objective assessments of the company's compliance to legislation governing the organization's information technology systems, industry-specific regulations, and contracts with clients.
- Direct the development and implementation of policies and procedures to ensure that the organization's practices remain observant to all relevant laws, government regulations, and client contracts.
- Review current technology and information policies and practices for continued applicability and effectiveness with respect to security and governmental compliance.
- Analyze and track reports of inappropriate use of technology and institutional/personal information, including computer security incidents, and guide the investigation and resolution of such incidents.
- Interact with respective governance organizations to resolve complaints and issues related to the inappropriate use of technology and institutional/personal information.

Experience & Qualifications:

- Minimum of ten year's Information Security experience or equivalent experience in Information Risk Management.
- Experience working in information security at a large multinational company serving European and US markets.
- Strong experience in Open Systems, Internet and network security products and platforms, including intrusion detection/prevention, incident response and investigation, vulnerability assessments, data loss prevention and penetration testing.
- Thorough understanding of security requirements of Sarbanes-Oxley, ISO Certifications and Data Privacy laws.
- Strong working knowledge of applicable laws and the law enforcement community.
- Strong experience with business continuity/disaster recovery planning and auditing.
- Strong project management, collaboration, communication and organizational skills.
- Fluency in both English and Russian.



GGA Software Services LLC