



## **JOB DESCRIPTION**

### **IT Governance & Compliance Lead**

#### **ROLE SUMMARY:**

- The post holder will lead the development and implementation of IT governance and compliance frameworks, policies, and procedures that align with the institution's strategic goals, regulatory requirements, and industry standards. This role ensures the effective oversight of IT operations through structured governance and compliance mechanisms, driving accountability, transparency, and value delivery across all IT functions.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's degree in Information Systems, Computer Science, Business Administration, or a related field from an accredited institution. A master's degree is preferred.
- 8+ years of progressive experience in IT governance, risk management, compliance, or IT audit functions, including at least 3 years in a leadership role.
- In-depth knowledge of IT governance and compliance frameworks such as COBIT, ISO/IEC 38500, ISO/IEC 27001, ITIL, and NIST.
- Strong understanding of regulatory and compliance requirements applicable to higher education institutions in the GCC, including frameworks set by the National Cybersecurity Authority (NCA), data protection laws, and sector-specific standards.
- Demonstrated experience in policy development, audit coordination, and risk-based compliance monitoring.
- Proven ability to manage cross-functional teams and engage with executive stakeholders.
- Excellent communication, leadership, and analytical skills.
- Relevant certifications such as CGEIT, CRISC, CISA, COBIT, or ITIL are highly preferred.

#### **ACCOUNTABLE TO:**

- Director, Information Technology and Cyber Security Center



## **DEPARTMENT HEAD:**

- Director, Information Technology and Cyber Security Center

## **1 MAIN RESPONSIBILITIES:**

- 1.1 Lead the design, implementation, and continual improvement of IT governance and compliance frameworks.
- 1.2 Develop and enforce IT policies, standards, and procedures to ensure regulatory compliance and risk mitigation.
- 1.3 Oversee audits, assessments, and reviews to monitor compliance with internal policies and external regulations.
- 1.4 Serve as the primary liaison for regulatory bodies, ensuring timely reporting and response to inquiries.
- 1.5 Maintain the IT risk register and lead periodic risk assessments across technology operations.
- 1.6 Provide strategic advice to senior management on governance and compliance matters.
- 1.7 Collaborate with IT, legal, procurement, and other stakeholders to ensure integrated governance practices.
- 1.8 Establish performance metrics and reporting mechanisms for governance and compliance initiatives.
- 1.9 Promote a culture of accountability and continuous improvement through awareness, education, and training programs.
- 1.10 Stay abreast of emerging technologies, regulations, and best practices relevant to IT governance and compliance.

## **2 STAFF DEVELOPMENT**

- 2.1 Act as a role model by presenting a positive and dynamic image.
- 2.2 Participate in relevant in-service education and induction programs.
- 2.3 Actively participate in Staff Development and Performance Review.

## **3 CONFIDENTIALITY**

- 3.1 Ensure that confidentiality is maintained at all times in conjunction with the organizations confidentiality policy.