

IT Compliance & Process manager

What will you do:

- Maintain the IT documentation lifecycle (policies, guidelines, procedural updates) in accordance with VIG Group and DORA requirements
- Execute third-party risk management processes, including maintaining the Information Register and organizing risk assessments of ICT service providers
- The completion of IT and security-related customer questionnaires in collaboration with relevant departments
- Prepare and submit regulatory reports (e.g., ICT-related incident reports, compliance reports), ensuring alignment with applicable timelines and thresholds
- Ensure local implementation of group-wide IT compliance frameworks and participate in internal and external audits
- Cooperate closely with the IT and IT Security teams on matters such as incident classification, control testing, and data gathering for compliance reporting
- Serve as liaison for DORA compliance topics and ensure alignment with local and group risk management, legal, and IT functions
- Participate in preparation and tracking of periodic internal control and resilience testing plans (e.g., BCP/DR tests)
- Track non-cybersecurity ICT incidents and support root cause analysis, follow-up actions, and reporting to stakeholders

Qualification requirements:

- Experience in IT compliance, IT audit, or IT risk management
- Familiarity with DORA, ISO 27001, and/or similar regulatory standards
- Understanding of third-party and operational risk principles
- Experience managing policy documentation, regulatory reporting, or internal controls
- Analytical thinking and attention to detail
- Strong organizational and communication skills
- Fluent in English (mandatory)

What We Offer:

- Opportunities for professional development and advancement
- Collaborative and inclusive work environment
- Health and well-being – additional health insurance
- Discounts for both companies' and partners' services
- 1 free day for social activities and volunteering
- 2 additional paid rest days per year
- Additional benefits

Salary: 3000 - 4000 €/month (gross)

Interested?!

APPLY NOW

We guarantee confidentiality, we will inform only the selected candidates