

**Position:** IT Assurance Analyst

**Department:** Information Systems Department

**Division:** Finance & Operations Division

**Employment Type:** Full-Time

**Reports to:** IT Assurance Supervisor

**Job Purpose:**

The IT Assurance Analyst supports the Bank's IT governance, risk management, and compliance functions by performing assurance reviews, testing adherence to established frameworks, and assisting with cybersecurity oversight. The role contributes to maintaining compliance with standards such as NIST and PCI DSS, supports incident and project reviews, and helps strengthen the Bank's overall governance and control environment.

**Key Responsibilities and Duties:**

- Support the review and maintenance of IT policies, procedures, and governance frameworks.
- Perform compliance testing to ensure adherence to internal controls and regulatory requirements.
- Assist with preparing reports, dashboards, and documentation for management and audits.
- Support monitoring of cybersecurity controls and assist in tracking remediation activities.
- Coordinate with IT teams to gather evidence for security and compliance reviews.
- Assist with vulnerability tracking and follow-up actions.
- Participate in quality assurance reviews of IT projects and system changes.
- Assist with testing governance and control effectiveness.
- Track issues, action items, and remediation timelines.
- Assist with documenting post-incident reviews and lessons learned.
- Support tracking of incident response actions and service-level commitments.
- Work with IT and business teams to support governance and compliance initiatives.
- Assist with preparing awareness and training materials.
- Stay informed on emerging risks, regulatory changes, and best practices.

**Education and Work Experience:**

- Bachelor's Degree in Information Technology, Cybersecurity, Business Administration, or a related field.
- Professional certifications (e.g., CISA, ITIL, ISO, or similar) are an asset.
- Minimum two (2) years of experience in IT operations, compliance, risk management, audit, or a related field.

**Knowledge, Skills & Abilities:**

- Knowledge of IT governance, risk, and compliance principles.
- Basic understanding of cybersecurity concepts and control frameworks.
- Strong analytical and problem-solving skills with attention to detail.
- Effective written and verbal communication skills.
- Ability to organize work, manage multiple priorities, and meet deadlines.
- Strong interpersonal skills and ability to work collaboratively across teams.
- Professional judgment and ability to handle sensitive information confidentially.

***Interested candidates can send a cover letter and résumé to:***

People & Culture Department Email: [careers@belizebank.com](mailto:careers@belizebank.com)  
(Subject: IT Assurance Analyst - Information Systems Department)

**DEADLINE FOR APPLICATIONS is December 29, 2025 at 11:59 pm**

*\*Only shortlisted candidates will be invited for an interview. If you do not hear from us within two (2) weeks of the application deadline, we encourage you to apply for future opportunities with us.*