JOB DESCRIPTION - CYBER SECURITY ANALYST - CONTRACTS CONSULTANT

About HackIT

HackIT Technology and Advisory Services is an IT/Cyber Security company, operating since 2009. HackIT is an Indian Computer Emergency Response Team, CERT-IN (www.cert-in.org.in) empaneled provider for IT Security Audit Services. HackIT provides a broad range of security consulting and advisory services to a diverse group of clients, including government organizations, corporations, Military establishments, financial institutions and start-up, to name few. Our work spans multiple sectors and industries, including Telecommunications, Defense and Military, ITeS, Financial Services, Aviation, Hospitality, Healthcare and Research. We work end-to-end—from diagnosis to delivery of lasting impact — together generating tangible results that are improving the security posture of organizations worldwide.

Job Title	• Cyber Security Analyst – Contracts Consultant
Location	• Chennai or Kochi
Duration	• 6 to 12 Months

Job Overview

We are seeking a detail-oriented Cyber Security Analyst – Contracts Consultant to support our Cybersecurity Solutions Excellence team. The role involves analyzing existing technical requirements, developing standardized cybersecurity contract frameworks, and identifying contractual and product-related risks. The ideal candidate will play a key role in building clause libraries, developing assessment tools, and delivering structured insights to support informed decision-making.

Job Responsibilities

- Analyze existing databases of technical and cybersecurity requirements.
- Develop a standardized cybersecurity contract framework, including an approved clause library.
- Create and maintain a database of acceptable contract language for cybersecurity products and third-party risk assessments.
- Develop Excel-based or web-based tools to identify contractual risks and product deviations.
- Evaluate new contracts against predefined cybersecurity requirements and standards.
- Conduct pilot assessments using existing employer requirement documents to validate tool effectiveness.
- Harmonize contract review processes and tools across regions.
- Identify and document contractual and product deviations for each contract.
- Generate clear, structured reports to support stakeholder decision-making.
- Collaborate with internal teams for knowledge transfer, discussions, and feedback sessions.

- Participate in regular status meetings and provide updates on deliverables.
- Ensure adherence to organizational standards, templates, and best practices.

Technical Skillsets (Mandatory)

- Strong understanding of cybersecurity contractual requirements and risk identification.
- Experience in developing or working with contract frameworks and clause libraries.
- Proficiency in Excel and/or web-based tool development for analysis and reporting.
- Ability to analyze contracts and identify deviations and risks.
- Strong analytical and documentation skills.

Technical Skillsets (Preferred)

- Experience in cybersecurity governance, risk, and compliance (GRC).
- Familiarity with global cybersecurity standards and frameworks.
- Knowledge of third-party risk assessment methodologies.
- Experience working in cross-functional and client-facing environments.

Education & Certifications

- Bachelor's degree in Engineering, Cybersecurity, Information Security, or related field.
- IEC 62443 Certification (or relevant certification in IEC 62443 series).

Experience

5 to 8 years' experience.

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