This is a guidance box. Remove all guidance boxes after filling out the template. Items highlighted in turquoise should be edited appropriately. Items highlighted in green are examples and should be removed. After all edits have been made, all highlights should be cleared.

Insert organization logo by clicking on the outlined image.

Cybersecurity Organizational Structure Template

Replace <organization name> with the name of the organization for the entire .document To do so, perform the following:

1. Press “Ctrl” + “H” keys simultaneously.
2. Enter “<organization name>” in the Find text box.
3. Enter your organization's full name in the “Replace” text box.
4. Click “More”, and make sure “Match case” is ticked.
5. Click “Replace All”.
6. Close the dialog box.

Choose Classification

DATE	Click here to add text
VERSION	Click here to add text
REF	Click here to add text

Disclaimer

This template has been developed by the National Cybersecurity Authority (NCA) as an illustrative example that can be used by organizations as a reference and guide. This template must be customized and aligned with the <organization name>'s business and relevant legislative and regulatory requirements. This template must be approved by the head of the organization (Authorizing official) or his/her delegate. The NCA is not responsible for any use of this template as is, and it affirms that this template is solely an illustrative example.

Document Approval

Role	Job Title	Name	Date	Signature
Choose Role	<Insert job title>	<Insert individual's full personnel name>	Click here to add text	<Insert signature>

Version Control

Version	Date	Updated By	Version Details
<Insert version number>	Click here to add text	<Insert individual's full personnel name>	<Insert description of the version>

Review Table

Periodical Review Rate	Last Review Date	Upcoming Review Date
Once a year	Click here to add text	Click here to add text

Table of Contents

Purpose

This document aims to establish the <cybersecurity function> in <organization name> that is independent from the <information technology function>, as per the Royal Decree No. 37140 dated 14/08/1438H and other relevant legislative and regulatory requirements. This goal is a regulatory requirement as per the controls issued by the National Cybersecurity Authority (NCA) and other relevant legislative and regulatory requirements.

The cybersecurity organizational structure was developed based on best practices and standards to provide the <cybersecurity function> with the needed support to carry out its delegated tasks as required. The <cybersecurity function> is one of the key pillars of <organization name>, and it is responsible for the protection of information and technology assets against cyber risks.

This document aims to define and document the organizational structure of cybersecurity governance, roles and responsibilities within <organization name> .

Guidelines

1- Ensure that the <cybersecurity function> is independent from the <information technology function>.

2- Ensure that the <cybersecurity function> reports to the head of the organization or his/her delegate in <organization name>, having the power to influence key cybersecurity decisions within <organization name>.

3- Ensure that such reporting relationship of the <cybersecurity function> differs from that of the <information technology function> or <digital transformation function>, as per the Royal Decree No. 37140 dated 14/08/1438H, which is a regulatory requirement under Control No. 1-2-1 in the Essential Cybersecurity Controls (ECC–1:2018).

4- Avoid conflicts of interests, among which:

4-1 Managing technology and information system access (or operational systems) validity and their operations at the same time.

4-2 Implementing cybersecurity requirements and ensuring compliance with them at the same time.

4-3 Conflicts of interests between the cybersecurity monitoring team and the cybersecurity operations team.

4-4 Conflicts of interests between the security testing team and the application development team.

5- Ensure that the cybersecurity organizational structure includes the following roles as a minimum:

5-1 Cybersecurity governance.

5-2 Cybersecurity compliance management.

5-3 Cybersecurity risk management.

5-4 Cybersecurity strategy management.

5-5 Cybersecurity resilience.

5-6 Cybersecurity training and awareness.

5-7 Cybersecurity operations (Cybersecurity monitoring and incident response).

5-8 Data and information protection.

5-9 Cybersecurity related to operational systems and industrial control systems (OT/ICS) (if applicable)

6- The following roles might be added to the cybersecurity organizational structure:

6-1 Cybersecurity architecture.

6-2 Identity and access management.

6-3 Cybersecurity infrastructure management.

6-4 Physical security.

Cybersecurity Governance

Individuals of the organizational structure of <organization name>

#	Individual	Description
1	Authorizing Official	Head of the organization or his/her delegate.
2	Cybersecurity Steering Committee (CSC)	The CSC is a high-level governance board that ensures, monitors, and supports the implementation of cybersecurity programs and regulations within <organization name>.

#	Individual	Description
3	Cybersecurity Department	The <cybersecurity function> protects networks, IT/OT systems and their components such as hardware and software, including the services they provide and the data they contain from any illegal breach, disruption, modification, access, use or exploitation. Cybersecurity concept covers information security, electronic security, digital security, etc.
4	IT	The <IT function> operates IT and network infrastructure and develops software and technical services among other activities.
5	Human Resources (HR)	The <HR function> is responsible for all personnel affairs within <organization name>.
6	Legal Affairs	The <legal function> drafts contracts and agreements and protects the legal rights of <organization name>.
7	Procurement	The <procurement function> is responsible for contracting with suppliers, as well as all procurement processes and third-party contracts within <organization name>.
8	Finance	The <finance function> prepares the general budget of <organization name>.
9	Data Management Office (DMO)	The <data management function> manages data and privacy within <organization name>.
10	Internal Review and Audit	The <internal review function> audits and reviews the implementation of policies, procedures, and relevant legislative and

#	Individual	Description
		regulatory requirements by <organization name>.
11	Business Continuity Department	The <business continuity function> is responsible for all business continuity related matters within <organization name>, including crisis management and disaster recovery.
12	Operational Technology (OT)	The <OT function> is responsible for all OT related matters in <organization name>.
13	Project Management Office (PMO)	The <PMO> is responsible for all project management-related matters within <organization name>, including the 2030 Vision Realization Offices (VROs) (if any).
14	Business Units	This encompasses all other business units and functions in <organization name>.

Cybersecurity Structure

In order to <cybersecurity function> perform its responsibilities properly and efficiently, the roles and tasks of the <cybersecurity function> were distributed based on the operational functions of each role, taking into consideration the principles of Segregation of Duties and Conflict of Interest. They are distributed as follows <you can select one of the options below>:

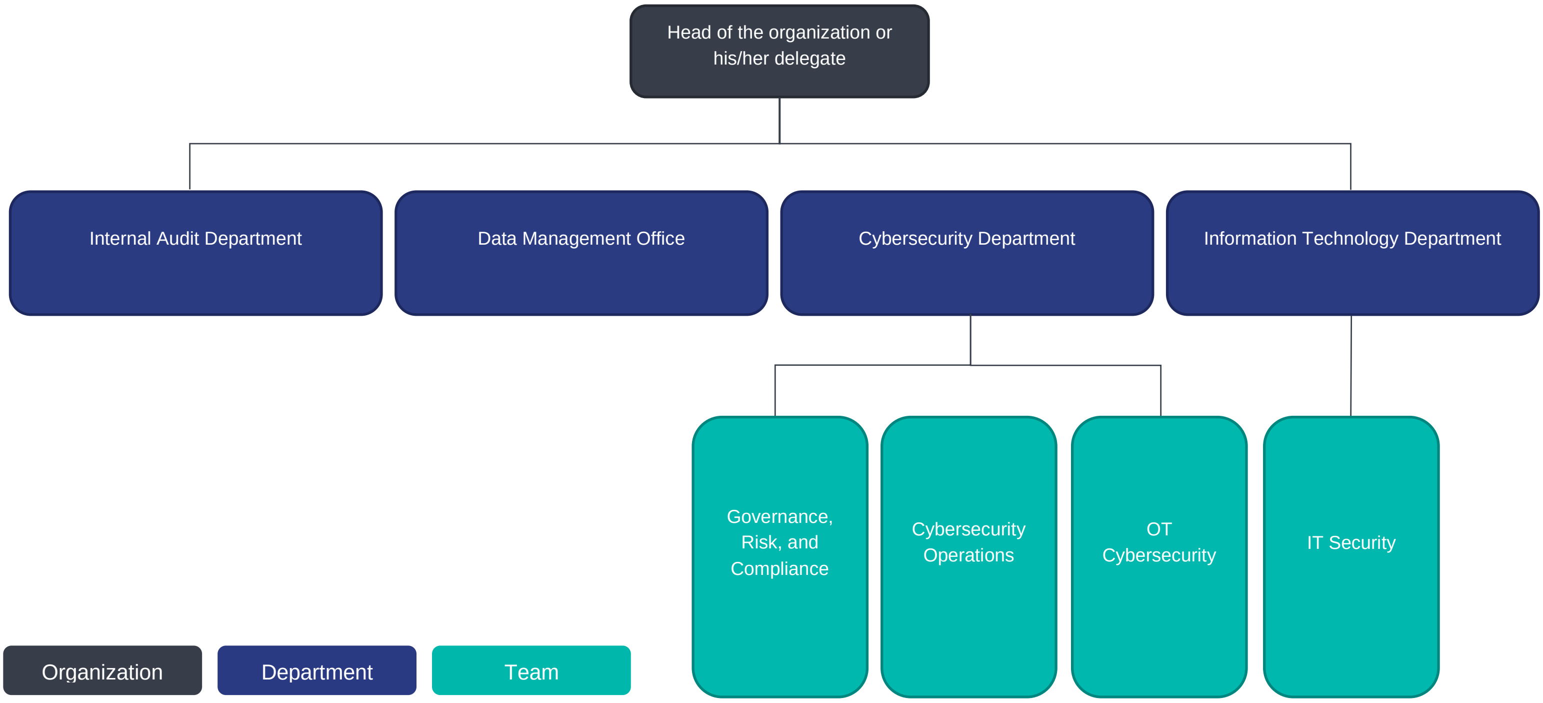
Organizational structure of the <cybersecurity function>

The following proposed organizational structures are optional. A structure can be selected based on the organization's business nature, tasks and size.

1- Option 1

1-1 This cybersecurity organizational structure aligns with local regulations, including but not limited to: (ECC-1:2018), and focuses on the cybersecurity main domains.

1-2 This cybersecurity organizational structure is simple and easier to understand and implement.


Head of the organization or his/her delegate
Internal Audit Department
Data Management Office
Cybersecurity Department
Information Technology Department
Governance, Risk, and Compliance
Cybersecurity Operations
OT Cybersecurity
IT Security
Organization
Department
Team

Governance, Risk, and Compliance		
#	Role	Description
1	Cybersecurity architect	Designs and oversees the development, implementation and configuration of cybersecurity systems and networks.
2	Secure Cloud Specialist	Designs, implements and operates secure cloud computing systems and develops secure cloud policies.
3	Secure Software Assessor	Assesses the security of computer applications, software, code, or programs, and provides actionable results.

4	Cybersecurity Researcher	Conducts scientific research in the cybersecurity field.
5	Cybersecurity Risk Officer	Identifies, assesses and manages an organization's cybersecurity risks to protect its information and technology assets in line with organizational policies and procedures and related laws and regulations.
6	Cybersecurity Compliance Officer	Ensures an organization's cybersecurity program complies with applicable requirements, policies and standards.
7	Cybersecurity Policy Officer	Develops, updates and maintains cybersecurity policies to support and align with an organization's cybersecurity requirements.
8	Security Controls Assessor	Analyzes cybersecurity controls and assesses their effectiveness
9	Cybersecurity Specialist	Provides general cybersecurity support. Assists in cybersecurity tasks.
10	ICS/OT Cybersecurity Architect	Designs and oversees the development, implementation and configuration of cybersecurity systems and networks in ICS/ OT environments.
11	ICS/OT Cybersecurity Risk Officer	Identifies, assesses and manages cybersecurity risks within ICS/OT environments. Evaluates and analyzes the effectiveness of existing cybersecurity controls and provides feedback and recommendations based on assessments.

12	Cybersecurity Legal Specialist	Provides legal services on topics related to cyber laws and regulations.

Cybersecurity Department

#	Role	Description
1	Cybersecurity Advisor	Provides expert consultancy and advice on cybersecurity topics to an organization’s leadership and to its cybersecurity leadership and teams.

Cybersecurity Operations

#	Role	Description
1	Cybersecurity Defense Analyst	Uses data collected from cyber defense tools to analyze events that occur within their organization to detect and mitigate cyber threats.
2	Vulnerability Assessment Specialist	Performs vulnerability assessments of systems and networks. Identifies where they deviate from acceptable configurations or applicable policies. Measures effectiveness of defense-in-depth architecture against known vulnerabilities.
3	Penetration Tester/Red Team Specialist	Conducts authorized attempts to penetrate computer systems or networks and physical premises, using realistic threat techniques, to evaluate their security and detect potential vulnerabilities.

4	Cybersecurity Incident Responder	Investigates, analyzes and responds to cybersecurity incidents.
5	Digital Forensics Specialist	Collects and analyzes digital evidence, investigates cybersecurity incidents to derive useful information to mitigate system and network vulnerabilities.
6	Cyber Crime Investigator	Identifies, collects, examines and preserves evidence using controlled and documented analytical and investigative techniques.
7	Malware Reverse Engineering Specialist	Analyzes (by disassembling and/or decompiling) malicious software, understands how it works, its impact and intent and recommends mitigation techniques and incident response actions.
8	Threat Intelligence Analyst	Collects and analyzes multi-source information about cybersecurity threats to develop deep understanding and awareness of cyber threats and actors' Tactics, Techniques and Procedures (TTPs), to derive and report indicators that help organizations detect and predict cyber incidents and protect systems and networks from cyber threats.
9	Threat Hunter	Proactively searches for undetected threats in networks and systems, identifies their Indicators of Compromise (IOCs) and recommends mitigation plans
10	ICS/OT Cybersecurity Defense Analyst	Uses data collected from a variety of cybersecurity tools to analyze events that occur within ICS/OT environments to detect and mitigate cybersecurity threats.

IT Security		
#	Role	Description
1	Systems Security Development Specialist	Designs, develops, tests and evaluates security of information systems throughout the development life-cycle.
2	Cybersecurity Developer	Develops cybersecurity software, applications, systems and products.
3	Cybersecurity Infrastructure Specialist	Tests, implements, deploys, maintains and administers hardware and software that protect and defend systems and networks against cybersecurity threats.
4	Cryptography Specialist	Develops cryptography systems and algorithms.
5	Identity and Access Management Specialist	Manages individuals and entities identities and access to resources through applying identification, authentication and authorization systems and processes.
6	Systems Security Analyst	Develops, tests and maintains systems' security. Analyzes security of operations and integrated systems.

Data Management Office (DMO)		
#	Role	Description
1	Cybersecurity Data Science Specialist	Uses mathematical models and scientific methods and processes to design and

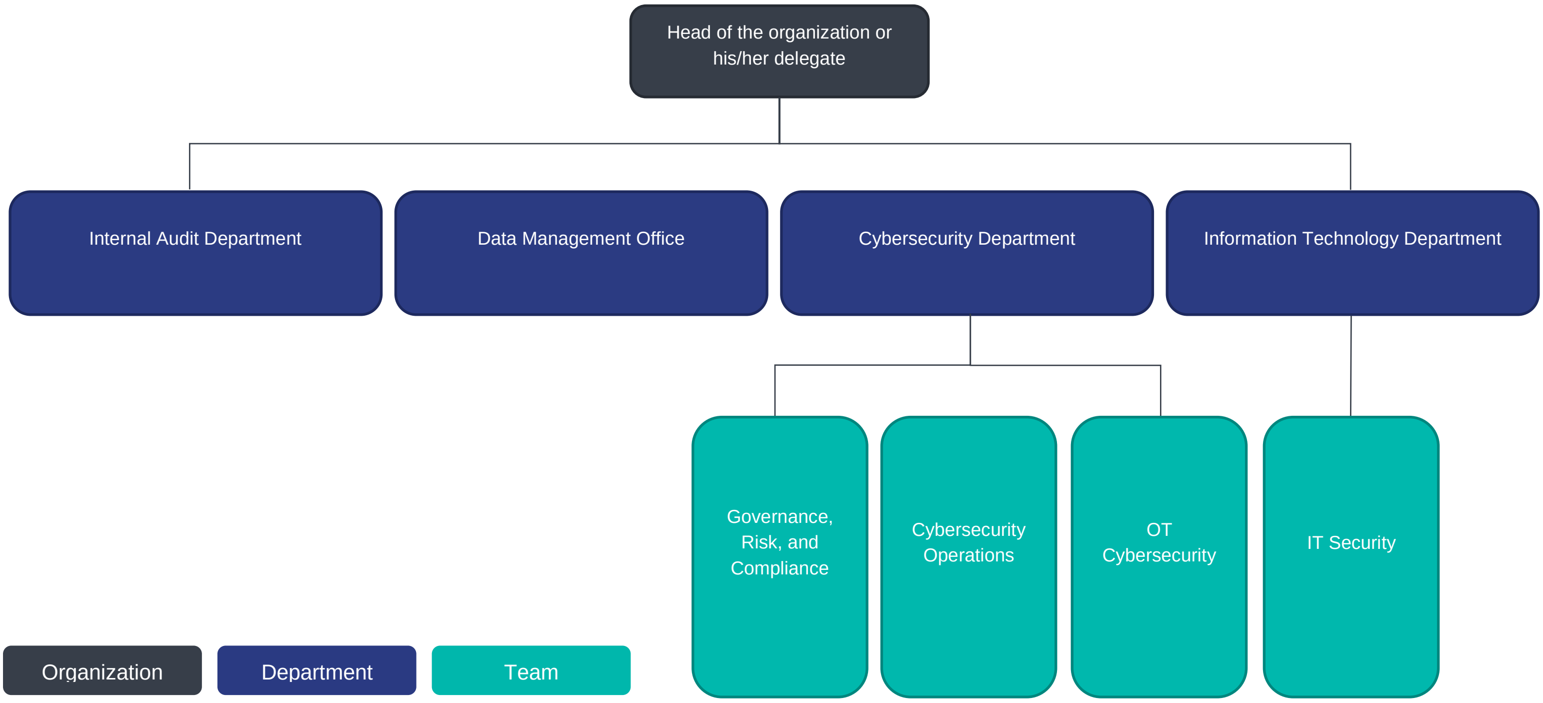
		implement algorithms and systems that extract cybersecurity insights and knowledge from multiple large-scale data sets.
2	Cybersecurity Artificial Intelligence Specialist	Uses artificial intelligence models and techniques (including machine learning ones) to design and implement algorithms and systems that automate and improve the efficiency and effectiveness of cybersecurity tasks.
3	Privacy/Data Protection Officer	Studies personal data schemes and the applicable privacy laws and regulations. Analyzes privacy risks. Develops and oversees the implementation of an organization's privacy and data protection compliance program and internal policies. Supports organizational response to a privacy or data protection incident.

Internal Audit Office		
#	Role	Description
1	Cybersecurity Auditor	Designs, performs and manages cybersecurity audits to assess an organization's compliance with applicable requirements, policies, standards and controls. Prepares audit reports and communicates them to authorized parties.

2- Option 2

2-1 This cybersecurity organizational structure addresses in particular privacy and legal matters.

2-2 This organizational structure helps protect the confidentiality, integrity, and availability of the <organization name>'s OT/ICS assets against cyber attacks.


Head of the organization or his/her delegate
Internal Audit Department
Data Management Office
Cybersecurity Department
Information Technology Department
Governance, Risk, and Compliance
Cybersecurity Operations
OT Cybersecurity
IT Security
Organization
Department
Team

Cybersecurity Department		
#	Role	Description
1	Cybersecurity Advisor	Provides expert consultancy and advice on cybersecurity topics to an organization's

		leadership and to its cybersecurity leadership and teams.

Governance, Risk, and Compliance		
#	Role	Description
1	Cybersecurity architect	Designs and oversees the development, implementation and configuration of cybersecurity systems and networks.
2	Secure Cloud Specialist	Designs, implements and operates secure cloud computing systems and develops secure cloud policies.
3	Secure Software Assessor	Assesses the security of computer applications, software, code, or programs, and provides actionable results.
4	Cybersecurity Researcher	Conducts scientific research in the cybersecurity field.
5	Cybersecurity Risk Officer	Identifies, assesses and manages an organization's cybersecurity risks to protect its information and technology assets in line with organizational policies and procedures and related laws and regulations.
6	Cybersecurity Compliance Officer	Ensures an organization's cybersecurity program complies with applicable requirements, policies and standards.
7	Cybersecurity Policy Officer	Develops, updates and maintains cybersecurity policies to support and align with an organization's cybersecurity requirements.

8	Security Controls Assessor	Analyzes cybersecurity controls and assesses their effectiveness
9	Cybersecurity Specialist	Provides general cybersecurity support. Assists in cybersecurity tasks
10	Cybersecurity Legal Specialist	Provides legal services on topics related to cyber laws and regulations.

Cybersecurity Operations

#	Role	Description
1	Cybersecurity Defense Analyst	Uses data collected from cyber defense tools to analyze events that occur within their organization to detect and mitigate cyber threats.
2	Vulnerability Assessment Specialist	Performs vulnerability assessments of systems and networks. Identifies where they deviate from acceptable configurations or applicable policies. Measures effectiveness of defense-in-depth architecture against known vulnerabilities.
3	Penetration Tester/Red Team Specialist	Conducts authorized attempts to penetrate computer systems or networks and physical premises, using realistic threat techniques, to evaluate their security and detect potential vulnerabilities.

4	Cybersecurity Incident Responder	Investigates, analyzes and responds to cybersecurity incidents.
5	Digital Forensics Specialist	Collects and analyzes digital evidence, investigates cybersecurity incidents to derive useful information to mitigate system and network vulnerabilities.
6	Cyber Crime Investigator	Identifies, collects, examines and preserves evidence using controlled and documented analytical and investigative techniques.
7	Malware Reverse Engineering Specialist	Analyzes (by disassembling and/or decompiling) malicious software, understands how it works, its impact and intent and recommends mitigation techniques and incident response actions.
8	Threat Intelligence Analyst	Collects and analyzes multi-source information about cybersecurity threats to develop deep understanding and awareness of cyber threats and actors' Tactics, Techniques and Procedures (TTPs), to derive and report indicators that help organizations detect and predict cyber incidents and protect systems and networks from cyber threats.
9	Threat Hunter	Proactively searches for undetected threats in networks and systems, identifies their Indicators of Compromise (IOCs) and recommends mitigation plans.

OT Cybersecurity		
	#Role	Description
1	ICS/OT Cybersecurity Architect	Designs and oversees the development, implementation and configuration of cybersecurity systems and networks in ICS/OT environments.
2	ICS/OT Cybersecurity Risk Officer	Identifies, assesses and manages cybersecurity risks within ICS/OT environments. Evaluates and analyzes the effectiveness of existing cybersecurity controls and provides feedback and recommendations based on assessments.
3	ICS/OT Cybersecurity Defense Analyst	Uses data collected from a variety of cybersecurity tools to analyze events that occur within ICS/OT environments to detect and mitigate cybersecurity threats.
4	ICS/OT Cybersecurity Infrastructure Specialist	Tests, implements, deploys, maintains and administers hardware and software that protect and defend systems and networks against cybersecurity threat in ICS/OT environments.
5	ICS/OT Cybersecurity Incident Responder	Investigates, analyzes and responds to cybersecurity incidents within ICS/OT environments.

IT Security		
#	Role	Description
1	Systems Security Development Specialist	Designs, develops, tests and evaluates security of information systems throughout the development life-cycle.
2	Cybersecurity Developer	Develops cybersecurity software, applications, systems and products
3	Cybersecurity Infrastructure Specialist	Tests, implements, deploys, maintains and administers hardware and software that protect and defend systems and networks against cybersecurity threats.
4	Cryptography Specialist	Develops cryptography systems and algorithms.
5	Identity and Access Management Specialist	Manages individuals and entities identities and access to resources through applying identification, authentication and authorization systems and processes.
6	Systems Security Analyst	Develops, tests and maintains systems' security. Analyzes security of operations and integrated systems.

Data Management Office (DMO)		
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1	Cybersecurity Data Science Specialist	Uses mathematical models and scientific methods and processes to design and implement algorithms and systems that extract

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2	Cybersecurity Artificial Intelligence Specialist	Uses artificial intelligence models and techniques (including machine learning ones) to design and implement algorithms and systems that automate and improve the efficiency and effectiveness of cybersecurity tasks.
3	Privacy/Data Protection Officer	Studies personal data schemes and the applicable privacy laws and regulations. Analyzes privacy risks. Develops and oversees the implementation of an organization's privacy and data protection compliance program and internal policies. Supports organizational response to a privacy or data protection incident.

Internal Audit Office		
#	Role	Description
1	Cybersecurity Auditor	Designs, performs and manages cybersecurity audits to assess an organization's compliance with applicable requirements, policies, standards and controls. Prepares audit reports and communicates them to authorized parties.

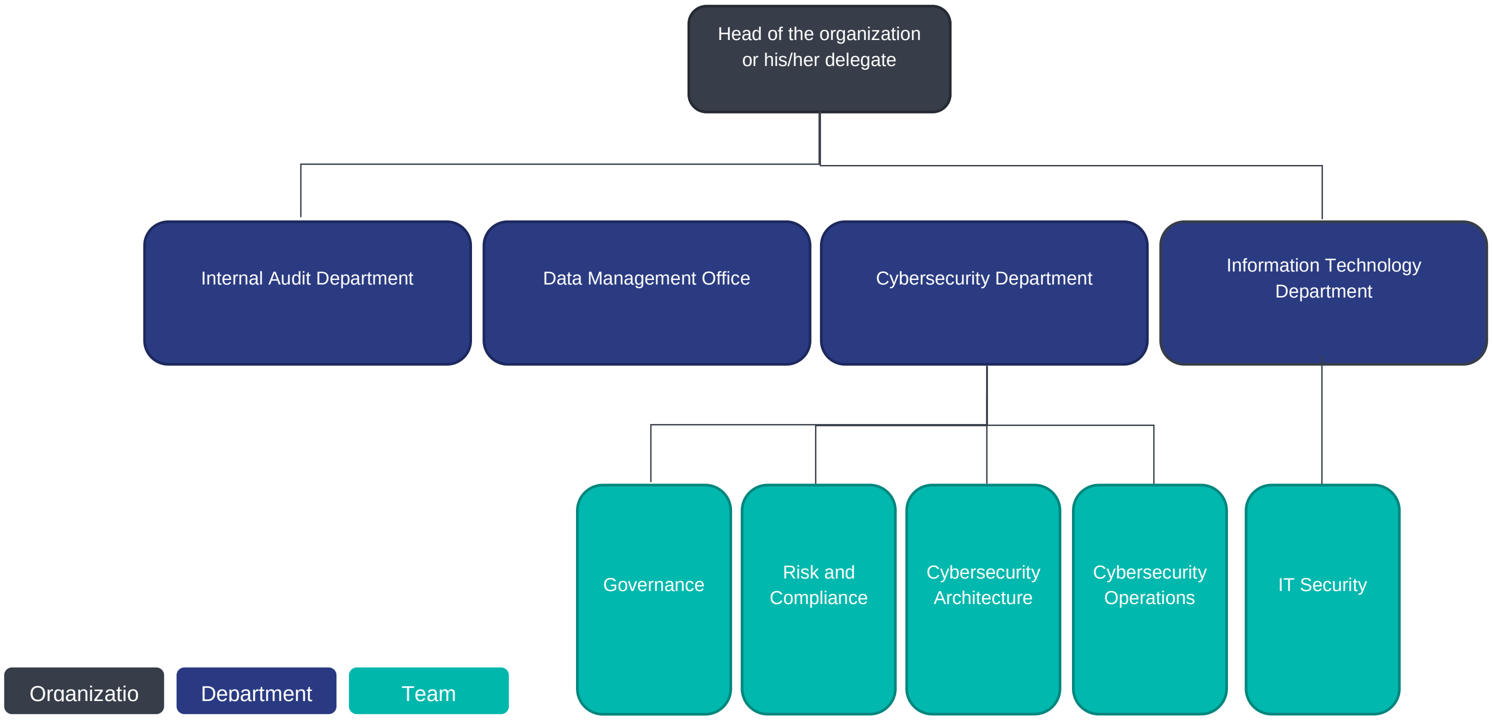
3- Option 3

3-1 The cybersecurity organizational structure supervises the budget, and is responsible for security technology and the workforce that operates and manages same.

3-2 The cybersecurity organizational structure avoids transferring the control of security technologies, which may expose <organization name> to unacceptable risks.

3-3 The cybersecurity organizational structure enables the use of cutting-edge technologists that promote rapid innovation and the adoption of new security controls.

3-4 This cybersecurity organizational structure provides a cybersecurity operations center (CSOC) whose manager shall have more direct subordinates, authorities, and powers.



Cybersecurity Department		
#	Role	Description
1	Cybersecurity Advisor	Provides expert consultancy and advice on cybersecurity topics to an organization's leadership and to its cybersecurity leadership and teams.

Governance		
#	Role	Description
1	Cybersecurity Researcher	Conducts scientific research in the cybersecurity field.
2	Cybersecurity Policy Officer	Develops, updates and maintains cybersecurity policies to support and align with an organization's cybersecurity requirements.
3	Cybersecurity Specialist	Provides general cybersecurity support. Assists in cybersecurity tasks.

Risk and Compliance		
#	Role	Description
1	Secure Software Assessor	Assesses the security of computer applications, software, code, or programs, and provides actionable results.
2	Cybersecurity Risk Officer	Identifies, assesses and manages an organization's cybersecurity risks to protect its

Risk and Compliance		
#	Role	Description
		information and technology assets in line with organizational policies and procedures and related laws and regulations.
3	Cybersecurity Compliance Officer	Ensures an organization's cybersecurity program complies with applicable requirements, policies and standards.
4	Security Controls Assessor	Analyzes cybersecurity controls and assesses their effectiveness
5	ICS/OT Cybersecurity Risk Officer	Identifies, assesses and manages cybersecurity risks within ICS/OT environments. Evaluates and analyzes the effectiveness of existing cybersecurity controls and provides feedback and recommendations based on assessments.
6	Cybersecurity Legal Specialist	Provides legal services on topics related to cyber laws and regulations.

Cybersecurity architecture		
#	Role	Description
1	Cybersecurity architect	Designs and oversees the development, implementation and configuration of cybersecurity systems and networks.

Cybersecurity architecture		
#	Role	Description
2	Secure Cloud Specialist	Designs, implements and operates secure cloud computing systems and develops secure cloud policies.
3	ICS/OT Cybersecurity Architect	Designs and oversees the development, implementation and configuration of cybersecurity systems and networks in ICS/ OT environments.
4	ICS/OT Cybersecurity Infrastructure Specialist	Tests, implements, deploys, maintains and administers hardware and software that protect and defend systems and networks against cybersecurity threat in ICS/OT environments.

Cybersecurity Operations		
#	Role	Description
1	Cybersecurity Defense Analyst	Uses data collected from cyber defense tools to analyze events that occur within their organization to detect and mitigate cyber threats.
2	Vulnerability Assessment Specialist	Performs vulnerability assessments of systems and networks. Identifies where they deviate from acceptable configurations or applicable policies. Measures effectiveness of defense-in-depth architecture against known vulnerabilities.

Cybersecurity Operations		
#	Role	Description
3	Penetration Tester/Red Team Specialist	Conducts authorized attempts to penetrate computer systems or networks and physical premises, using realistic threat techniques, to evaluate their security and detect potential vulnerabilities.
4	Cybersecurity Incident Responder	Investigates, analyzes and responds to cybersecurity incidents.
5	Digital Forensics Specialist	Collects and analyzes digital evidence, investigates cybersecurity incidents to derive useful information to mitigate system and network vulnerabilities.
6	Cyber Crime Investigator	Identifies, collects, examines and preserves evidence using controlled and documented analytical and investigative techniques.
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Cybersecurity Operations		
#	Role	Description
9	Threat Hunter	Proactively searches for undetected threats in networks and systems, identifies their Indicators of Compromise (IOCs) and recommends mitigation plans
10	ICS/OT Cybersecurity Defense Analyst	Uses data collected from a variety of cybersecurity tools to analyze events that occur within ICS/OT environments to detect and mitigate cybersecurity threats.
11	ICS/OT Cybersecurity Incident Responder	Investigates, analyzes and responds to cybersecurity incidents within ICS/OT environments.

IT Security		
#	Role	Description
1	Systems Security Development Specialist	Designs, develops, tests and evaluates security of information systems throughout the development life-cycle.
2	Cybersecurity Developer	Develops cybersecurity software, applications, systems and products
3	Cybersecurity Infrastructure Specialist	Tests, implements, deploys, maintains and administers hardware and software that protect and defend systems and networks against cybersecurity threats.
4	Cryptography Specialist	Develops cryptography systems and algorithms.

5	Identity and Access Management Specialist	Manages individuals and entities identities and access to resources through applying identification, authentication and authorization systems and processes.
6	Systems Security Analyst	Develops, tests and maintains systems' security. Analyzes security of operations and integrated systems.

Internal Audit Office		
#	Role	Description
1	Cybersecurity Auditor	Designs, performs and manages cybersecurity audits to assess an organization's compliance with applicable requirements, policies, standards and controls. Prepares audit reports and communicates them to authorized parties.

Roles and Responsibilities

1- **Document Owner:** <head of cybersecurity function>.

2- **Document Review and Update:** <cybersecurity function>.

3- **Document Implementation and Execution:** <cybersecurity function> and <HR function>

4- **Document Compliance Measurement**: <cybersecurity function>

Update and Review

<cybersecurity function> must review the document at least once a year or in case any changes happen to the policy or the regulatory procedures in <organization name> or the relevant regulatory requirements.

Compliance

1- The <head of cybersecurity function> will ensure the compliance of <organization name> with this document on a regular basis.

2- All personnel at <organization name> must comply with this document.

3- Any violation of this document may be subject to disciplinary action according to <organization name>'s procedures.

Reference Table

Relevant regulation	Reference in regulation controls	Control number
Essential Cybersecurity Controls (ECC)	1-2-1	1-2