

JOB DESCRIPTION

CONTRACTUAL POSITION

**JOB TITLE: INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT)
SECURITY SPECIALIST**

JOB SUMMARY:

The incumbent is required to provide specialized technical services in the administration and maintenance of the security of all ICT infrastructure of the Ministry/Department. Duties include: providing specialist ICT security advice to the Ministry/Department; developing ICT policy and procedures; monitoring and enabling secure operations for all technology infrastructure of the Ministry/Department; assisting with security implementations; performing ICT security audits and reviews; and supervising other ICT technical and support staff.

REPORTS TO:

Director, Information and Communications Technology or Manager, Networks and Infrastructure or Manager, Information and Communications Technology or Senior IT Infrastructure Specialist or Senior IT Specialist or designated officer

SUPERVISION GIVEN TO:

Technical and Support Staff

DUTIES AND RESPONSIBILITIES:

- Conducts security risks and vulnerability assessments for all business and operational software applications, and all ICT installations within the Ministry/Department and recommends appropriate security strategies and controls; and investigates suspected attacks and manages security incidents.
- Plans and executes programmes to review IT security activities, processes and services within the ICT function to ensure compliance with established security policy and procedures, reports on conformance and makes recommendations for fixes and improvements.
- Investigates security breaches in accordance with established procedures and recommends the required corrective actions; and assists users with the management of their security access and controls, implements agreed user security and maintains security records and documentation.
- Provides inputs to the service continuity planning process of the Ministry/Department and assists with the implementation of the resulting plan.
- Keeps abreast of technical developments in IT networks and infrastructure, including intrusion detection and protection, security management, vulnerability assessment and identity management to provide advice to improve security.
- Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Considerable knowledge of security for software applications, computer networks and IT infrastructure.
- Knowledge of relevant IT security solutions such as CheckPoint.
- Knowledge of project management tools and techniques.
- Some knowledge of the tools and techniques required for the management and control of ICT within an organization.

SKILLS AND ABILITIES :

- Ability to supervise technical and support staff.
- Ability to think creatively and to analyse IT security problems and incidents.
- Ability to communicate effectively both orally and in writing.
- Ability to promote teamwork and to manage conflict.
- Ability to establish and maintain effective working relationships with colleagues.
- Ability to interact positively with members of the public and external stakeholders.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of three (3) years' experience in the area of ICT, including at least two (2) years' experience in securing ICT systems.
- Training as evidenced by the possession of a recognized Bachelor's Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.
- Certification in information technology security management, such as the CCNA Security or Certified Information Systems Security Professional (CISSP).