



Ministry of National Security

Applications are invited from suitably qualified candidates to fill the post of:

NETWORK SECURITY SYSTEMS ADMINISTRATOR (MIS/IT 6) INFORMATION SYSTEMS UNIT

SALARY SCALE: \$1,846,077 – \$2,194,406 PER ANNUM

FULL UPKEEP: \$707,448 PER ANNUM

JOB PURPOSE:

To maintain efficient, reliable and optimized Information Technology Systems and ensuring Information Technology Security Standards are maintained within the Ministry of National Security, its Departments and Agencies.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES:

- Administers Operating Systems on servers and workstations in the Ministry of National Security
- Secures the network by developing network access, monitoring, control, and evaluation
- Upgrades, installs and troubleshoots the network, network hardware devices and software as part of the information Technology security infrastructure to identify and resolve operational issues
- Maintains system availability, including email and Internet access
- Ensures timely user notification of maintenance requirements and effects on system availability
- Establishes user profiles, directories and security for networks being maintained
- Diagnoses and repairs information technology equipment throughout the Ministry
- Manages the virtual or remote communication links which includes email, VPN and other remote access
- Participate in the development of Information Security Policies and Standards for the Ministry and its Departments and Agencies
- Plans, coordinates, and implements network security measures in order to protect data, software, and hardware
- Ensures the functioning of software applications such as antivirus applications
- Performs data backups and disaster recovery operations.
- Maintains confidentiality of the information being stored or accessed by the network
- Plans and executes the selection, installation, configuration, and testing of equipment
- Tune the Ministry's security systems in order to optimize performance and/or detect harmful activity
- Develop custom signatures for the Ministry's security systems
- Monitors network to ensure availability to all system users and perform necessary maintenance to support network availability
- Recommends and schedules repairs to the LAN/WAN Infrastructure
- Recommends changes to improve systems and network configurations, and develops hardware and/or software requirements related to such changes
- Provide subject matter expertise on network and system security posture
- Participate in the development of Incident Response Plans for the Ministry and its Departments and Agencies
- Provide incident response, troubleshooting, and resolution per policies and procedures
- Correlate security incident indicators; review services and information at risk, threat agent activity and capabilities, and root cause
- Coordinate and lead unstructured security incident response activities
- Collaborate with IT personnel on technical and operational matters related to Network and Information Security
- Perform second level analysis and forensics of security breaches of operational network and server systems
- Document security incident findings, prepare incident reports, and participate in briefings on such assessments
- Assist in technical investigation of security related events
- Maintain communication links with relevant members of the security forces charged with the investigation of cyber crimes
- Maintain communication links with members of the National Cyber Security Incident Response Team (CSIRT)

REQUIRED COMPETENCIES:

- Flexible and willing to handle diverse tasks
- Sound knowledge of networking and operating systems
- Sound knowledge of server installation and maintenance
- Working knowledge of secure communication methods, e.g. PGP, Secure Shell
- Good interpersonal skills
- Strong knowledge of Computer Incident Handling Procedures
- Strong networking and investigative skills with keen attention to detail
- Strong knowledge of network perimeter detection tools
- Strong knowledge of system-level detection tools

MINIMUM QUALIFICATION & EXPERIENCE:

- Bachelor of Science Degree in Information Technology, Computer Studies or other related field of Computing within the Information Security Industry Certification – LPT, GISP, CISSP
- At least two (2) years experience with strong technical incident response background

SPECIALIZED TRAINING

- LAN/WAN Administration
- Information Security
- Network Security
- Incident Handling

SPECIAL CONDITION ASSOCIATED WITH THE JOB

- Critical deadlines for completion of projects.
- Typical working environment
- Own and operate motor vehicle
- Work outside of regular hours, weekends may be required
- Must be willing to participate in additional local and overseas training necessary for development in the post

Interested persons should forward their applications and résumés` **NO LATER THAN Friday, March 23, 2016** to the:-

Director, Human Resource Management & Administration
Ministry of National Security
4th Floor North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

SUBJECT: Network Security Systems Administrator (MIT/IT 6)

Please note that only shortlisted applicants will be contacted.