



## Ministry of National Security

---

### VACANCY NOTICE

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

**POLICY ANALYST, CYBER SECURITY INTELLIGENCE (GMG/SEG 2)  
CYBER INTELLIGENCE & INCIDENT RESPONSE BRANCH**

**SALARY SCALE: \$1,927,065.00 – \$2,290,674.00**

**TRAVELLING ALLOWANCE: \$894,924.00 PER ANNUM WITH MOTOR VEHICLE;  
\$362,472.00 PER ANNUM WITHOUT MOTOR VEHICLE:**

#### **JOB PURPOSE:**

The incumbent will develop and implement MNS cyber policy, analyzing potential impacts, and providing concise recommendations to leadership on complex cyber policy issues. With focus on threat identification, incident response, cyber threat intelligence infusion, and mitigations. This includes drafting notes, briefings, meeting minutes, and talking points with a view to support and enhance cyber and intelligence capabilities.

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

#### **KEY RESPONSIBILITIES:**

- Scans the environment and analyzes current and emerging trends in cyber security, cybercrime and intelligence to identify new policy issues/topics;
- Conducts research and periodic needs assessment primarily for the relevant Ministry's Departments and Agencies as a means to determine policies, legislation and programmes relative to cybersecurity;
- Collates and analyzes data to determine viable policy objectives;
- Clarifies policy objectives relevant to Cyber security, Cybercrime and Intelligence and identifies potential conflicts in terms of objectives and interest;
- Prepares discussion papers based on findings.
- Clarifies and makes adjustments to discussion paper.
- Drafts policy proposals/policies to address issues identified for approval;
- Drafts Position Papers, Cabinet Submissions, Cabinet Notes, Briefing Notes and Technical Reports;
- Assists with ensuring compliance with GOJ Cyber Security guidelines, standards and requirements;
- Assists with the development of Standard Operating Procedures for handling future types of cyber incidents by the MDA's such as guidelines and protocols for the conduct of the MNS staff;
- Generates data in collaboration with the Monitoring & Evaluation, Research & Data Analytics Branch to inform policy decisions;
- Designs, develops and implements a monitoring and evaluation framework for policies, programmes, initiatives and projects to facilitate improvement;
- Conducts knowledge sharing sessions with other
- Identifies risks associated with policy;
- Assists with the identification of the sources of external incidents and proposes controls to minimize risks;
- Conducts Risk Assessment and Security Analysis on the reported incidents;
- Implements measures for mitigating risks identified.
- Establishes good and productive working relationships with stakeholders;
- Contributes to Jamaica's obligations to international and regional bilateral conventions to agreements;
- Participates in the development of the Branch's Strategic Business and Operational Plans;
- Participates in the development of the Branch's Quarterly and Annual Performance Reports;
- Assists with the development of templates, Codes and Practice, Terms of Reference, and Memorandum of Understanding.

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelor's Degree in Information Technology/Computer Science, Public Policy, Public Management or related area;
- Professional certification/training in any related field such as Computer Forensics, CISM, CISA, CISSP/GCIA/GCFA/CEH/CHFI or any related field and experience in Research and Development would be an asset.
- At least two (2) year experience in policy development; cyber security;

#### **SPECIFIC KNOWLEDGE & SKILLS:**

- Knowledge of at least three (3) Programming Languages (Python, Bash Shell, PHP, C++, Java, etc.
- Knowledge of Security Risk, Threats & Vulnerabilities;
- Knowledge of Cryptographic Technologies
- Training in Policy Development, Review and Implementation;
- Preparation of Cabinet Submissions/Notes/Ministry Papers;
- Strong organizational and programme management skills;
- Knowledge of government policy and planning processes;
- Knowledge of relevant Laws, Government Guidelines;
- Understanding of economic and scientific research processes

#### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- May be required to travel overseas;
- Typical working condition

Interested persons should forward their applications and résumés **NO LATER THAN Friday, May 17, 2019**, to the:-

Director, Human Resource Management & Administration  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Policy Analyst, Cyber Security & Intelligence (GMG/SEG 2)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted**