

Career Opportunity – Advertisement

Applications are invited from suitably qualified persons to fill the following position in the **Corporate Services Division, Information & Communication Technologies (ICT)**, Ministry of Health and Wellness.

ICT Security Officer (MIS/IT 6) (Band 9) (Vacant)
(Salary: \$5,198,035.00 per annum)

JOB PURPOSE

Under the leadership and direction of the Director – ICT, the ICT Security Officer is chiefly responsible for leading the development, implementation and monitoring of ICT Security strategy, frameworks, policies and guidelines ensuring that the Ministry of Health and Wellness and its subjects successfully manages its compliance and obligations under the GOJ ICT Policies, Standards and Guidelines 2018.

The incumbent will also maintain the security of all the networks and systems of the Ministry and participate in the effective planning, development and implementation of policy related to the protection of the Government of Jamaica's (GoJ) Information Technology (IT) infrastructure. The Information Cyber Security Officer is also expected to provide technical response and investigation capabilities in support of the Ministry.

KEY OUTPUTS

- Cyber security systems and measures developed, implemented and maintained
- Cyber security IT Standards established
- ICT Security risks mitigated
- Cyber security strategies managed
- Security Analysis performed
- ICT Infrastructure and Applications Audited
- ICT Security breaches reported and investigated
- Technical advice and interpretation provided
- Technical reports provided
- Annual/Quarterly/Monthly performance reports prepared
- Individual work plans developed
- Staff coached and appraisals conducted

KEY RESPONSIBILITY AREAS INCLUDES:

A. Management/Administrative

- Plans, executes, assesses and monitors all tasks assigned;
- Produces periodic or ad-hoc reports of high quality for every incident, security threat and vulnerability;
- Implements cyber security strategy and policies;
- Provides technical advice in support of the GoJ cyber security policy, strategy, guidelines, standards and best practices;
- Assists with the development of standard operating procedures for handling future types of cyber incidents by GoJ Ministries, Departments and Agencies (MDAs) such as guidelines and protocols for the conduct of GoJ's staff;

B. Technical Responsibilities

- Researches and keep track of the latest information security trends and methodologies and seeks opportunities to apply best practices;
- Leads the design, implementation and maintenance of the organization's cyber-security plan, strategy, protocols and schedule;



- Monitors the schedule for reviewing the organization's networks for security breaches and assigns tasking as a result of the reviews;
- Assesses current technology architecture for vulnerabilities, weaknesses and possible upgrades or improvement;
- Develops and delivers Information Systems security policies and standards, best practices, architecture and systems to ensure information systems security across the enterprise;
- Oversees the implementation of procedures and methods for auditing and addressing noncompliance to information security standards;
- Reviews outcome of security assessments and direct remedial and mitigation strategies
- Monitors the installation and use of security tools (e.g., firewalls, data encryption) to protect sensitive information;
- Provides periodic information security awareness training to organization personnel;
- Supports the process to align IT Security with business strategy;
- Oversees technological upgrades, improvements and major changes to the information security environment;
- Serves as a focal point for the ICT team and the customer or organizations on matters of Cyber Security;
- Manages the workflow and throughput of the team with regard to digital forensic examinations in relation to resource availability and promise dates provided to the internal or external customers;
- May be directly involved in the forensic examination of electronic devices and serve as expert witness as the need arise.

PERFORMANCE STANDARDS

- ICT Security risks mitigated in accordance with established guidelines, agreements and timeframes;
- Cyber security strategies managed in accordance with established guidelines, agreements and timeframes;
- Monitors network traffic and security alerts daily to detect and respond to security incidents in a timely manner.
- ICT Infrastructure and Applications Audited in accordance with agreed standards, industry guidelines and timeframes;
- Established comprehensive security policies, standards, and guidelines that are aligned with regulatory requirements and industry best practices and conduct periodic reevaluation of existing documents
- ICT Security breaches reported and investigated in keeping with established standards, SLAs and timeframes;
- Recommendations and or advice on ICT security matters provided are evidence-based (supported by qualitative/quantitative data) and delivered within agreed timeframes.
- Annual/Quarterly/Monthly performance reports are prepared in accordance with agreed format, are accurate and submitted on time;
- Individual Work Plans developed in conformity to established standards and within agreed timeframes;
- Staff coached and appraisals completed and submitted in accordance to agreed timeframes and standards;
- Confidentiality, integrity and professionalism displayed in the delivery of duties and interact



MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's Degree in Software Design, Computing, Computer Science, ICT, Management Information Systems, Computer Engineering, or a related discipline;
- Certified Information Security Manager (CISM) certification or Certified Information Systems Security Professional (CISSP) or related ICT security certification;
- Minimum of three (3) year's experience in Cyber Security or Network Administration roles

Kindly submit a cover letter and résumé along with the names, telephone numbers, and email addresses of two (2) references, one of whom must be a former or current supervisor.

Applications with résumés are to be submitted no later than **Friday, November 15, 2024 to:**

**Senior Director
Human Resource Management & Development
Ministry of Health & Wellness
10A Chelsea Avenue
Kingston 10**

Email: jobs@moh.gov.jm

The Ministry of Health & Wellness thanks all applicants for their interest, but only those shortlisted will be contacted.