VACANCY

INFORMATION SECURITY ADMINISTRATOR

The Companies Office of Jamaica is inviting suitably qualified applicants to fill the position of **Information Security Administrator**.

Reporting to the Information Technology Executive, the Information Security Administrator will develop, monitor and modify information security policy and architecture specifically related to application security and data security to safeguard access to information technology assets.

Specific Job Duties Include:

- Protecting computer assets by developing security strategies; directing system control development and access management, monitoring, control, and evaluation.

- Analysing possible impacts to information technology security and propose rational mitigation strategies.

- Researching and evaluating security-focused technologies and processes to determine suitability for business needs and compatibility with industry trends.

- Conducting regular risk assessments of COJ's applications, systems and data in accordance with the Information Security Program including the examination of mitigating internal controls.

- Monitoring current security threats and trends and evaluating the possible impact to the COJ's Information Technology environment.

- Managing tactical audit functions within IT including network and application user account review, monitoring and enforcement of hardening standards and configurations, audit of backups, and the review of firewall, IDS, and server logs.

- Acting as a technical information security reviewer of requirements statements, detailed designs, implementation plans, and other documents produced during the systems development process.

- Investigating any actual or potential information security violations, manage incident response program, manage security remediation efforts, and follow up investigations with written reports.

Ideally, applicants should have:

- Bachelors Degree in Information Systems/ Information Technology

- CISSP/SSCP/CEH Certification a distinct advantage

- At least four (4) years experience in Information security administration in a medium sized entity

- Advanced understanding of TCP/IP Networking skills; Linux / Windows OS and Administration skills; SQL db experience; Firewall Administration and programming skills with C.

- Advanced integration and management experience with common network infrastructure.

- Advanced knowledge of Network security tools, Security Device Technologies: Firewalls, VPN, IDS/IPS, Online vulnerability, Ethical Hacking.

- Demonstrated understanding of VPNs and remote access.

- Good log analysis and incident response exposure.

Applications should be addressed to:

> Director: HRM & Administration
> Companies Office of Jamaica
> 1 Grenada Way
> Kingston 5

And email sent to hr@orcjamaica.com to reach no later than May 12, 2015.

We thank all for their applications; but only email responses will be entertained and only shortlisted candidates will be contacted.