



TOBAGO REGIONAL HEALTH AUTHORITY

Job Title: Information and Communication Technology (ICT) Security Specialist

New

Position Number: _____

Revised

Reports to: Manager, ICT

Department: Information and Communication Technology

Approved by: _____

Date: _____

JOB SUMMARY

The ICT Security Specialist is required to provide specialized technical services in the administration and maintenance of the security of all ICT Infrastructure & Systems of the Tobago Regional Health Authority (TRHA).

PRIMARY DUTIES AND RESPONSIBILITIES

- Providing specialist ICT Security advice to the TRHA

- Working closely with stakeholders to develop ICT Security Policy and Procedures as well as Disaster Recovery, Incident Management Plans, etc.

- Monitoring and enabling secure operations for all technology infrastructure of the TRHA; assisting with security implementations; performing ICT security audits and reviews

- Conducts security risk and vulnerability assessments for all business and operational software applications, and all ICT installations within the TRHA and recommends appropriate security strategies and controls; and investigates suspected attacks and manages security incidents

- Plans and executes programmes to review ICT 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 incidents and breaches in accordance with established procedures and recommends the required corrective actions; and assist 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 TRHA and assists with the implementation of the resulting plan
- Keeps abreast of technical developments in ICT networks and infrastructure, including intrusion detection and protection, security management, vulnerability assessment and identity management to provide advice to improve security
- Works closely with the Infrastructure and Telecommunications Coordinator and the Network Administrator as well as the Information Systems Coordinator to ensure all infrastructure and systems are adequately protected
- Develops and conduct Security Awareness training for staff
- Performs other related duties as assigned.

ACCOUNTABILITIES

- Providing input into the Monthly and Quarterly Reports
- Building and maintaining flags and triggers in order to proactively monitor and respond to emerging threats

AUTHORITIES

- To schedule projects based on ICT Security Needs of the Authority
- To advise management on matters relating to ICT Security across the Authority
- To liaise with ICT Security Service Providers, Contractors and Suppliers
- To work with all members of staff on ensuring a secure posture of the Authority is maintained

SPECIAL REQUIREMENTS

- The incumbent will be required to accept additional responsibility in the event of an emergency or disaster

- Willing to work overtime, public holidays and weekends as requested by the Manager, ICT or duly authorized officer
- Ability to lift and carry up to twenty-five (25) pounds

REPORTING

- Reports to the Manager, Information and Communications Technology

SUPERVISION

- N/A

KNOWLEDGE, SKILLS AND ABILITIES

- Some knowledge of the tools and techniques required for the management and control of ICT within an organization.
- Present information to senior and executive management, public groups, and or Board of Directors
- Participate in ongoing training and certification to maintain and develop technical skills
- Knowledge of relevant ICT security solutions such as Cisco, Fortinet, Checkpoint, etc.
- Knowledge of project management tools and techniques
- Considerable knowledge of security for software applications, computer networks and ICT infrastructure
- Conduct research into security issues and products as required
- Ability to think creatively and to analyse ICT security problems and incidents
- Ability to supervise technical and support staff
- Ability to promote teamwork and management conflict
- Ability to prioritize and execute tasks in a high-pressure environment
- Ability to interact positively with members of the public and external stakeholders
- Ability to establish and maintain effective working relationships with colleagues
- Ability to communicate effectively both orally and in writing
- Ability to analyse, conceptualize, and problem solve

CREDENTIALS AND EXPERIENCE

- BSc. degree from an accredited College or University with Major course of study in Cybersecurity, Information Systems Security, Computer Sciences, Information Technology or Computer/Management Information Systems or related field
- At least four (4) years' experience in the area of ICT, including at least two (2) years' experience in securing ICT Infrastructure and Systems

- Certification in Information Technology Security Management, such as the Certified Information Systems Security Professional (CISSP) or equivalent training from a recognized institution
- Certification in CompTIA A+ and Network + or equivalent training from recognized institution
- Certification in Certified Information Systems Auditor (CISA) will be an asset

Prepared by: -----

General Manager-Human Resources (Ag.)