



## STAFF RECRUITMENT

The Trinidad and Tobago Securities and Exchange Commission invites applications to fill the following permanent position of:

### INFORMATION SECURITY ANALYST IN THE INFORMATION MANAGEMENT DEPARTMENT

#### A. Job Summary

The Information Security Analyst is required to plan, design and implement security measures to protect the organization's networks and systems, inclusive of monitoring networks and conducting vulnerability assessments and system audits to detect security breaches and take mitigating actions to contain the activity and minimize damage. The incumbent is also required to conduct security awareness sessions, provide project management assistance and technical support, research new and emerging IT security and networking technologies and communicate with stakeholders at all levels of the organization.

#### B. Responsibilities/Accountabilities

- Researches, plans, implements and upgrades security measures and controls, inclusive of developing IT Security policies and procedures for approval
- Conducts periodic network and system monitoring of hardware devices and applications and performs intrusion detection analysis to identify security issues for remediation
- Analyses network traffic to identify anomalies and test information security controls for weaknesses
- Ensures the integrity and protection of networks, systems and applications by technical enforcement of organizational security policies
- Performs periodic and on-demand security audits and vulnerability assessments, including user accounts, application access, file system and external web security scans to determine compliance
- Installs and uses software such as firewalls, antivirus and antispam software and data encryption programs to protect digital files and information systems against unauthorized access, modification or destruction
- Coordinates security plans with external vendors
- Coordinates all information security activities with external vendors
- Conducts research on emerging threats to gain awareness of the latest information security technological developments
- Works with stakeholders at all levels of the organization to communicate the state of information security, inform of possible risks and suggest ways to improve security
- Prepares incident reports of analysis methodology and results
- Assists in research, testing and implementation of projects
- Designs and implements IT Security solutions, as well as security and network testing strategies to address network and information security challenges
- Creates and implements Commission wide information security training programs
- Provides technical support for network, security and telecommunication incidents

### C. Minimum Qualifications, Experience & Knowledge

- Bachelor's Degree in Computer Science or IT equivalent Programme
- Minimum of 2 years professional experience developing and implementing new security systems, security programs, protocols and maintenance of existing systems
- Networking or Security related Certification will be an asset
- Project Management experience will be an asset
- Any other equivalent combination of education, training and experience will be considered

### D. Competencies

Technical Competencies:	Behavioural Competencies:
<ul style="list-style-type: none"><li>• Knowledge of information security solutions, including data loss prevention, intrusion detection and prevention, network security monitoring and vulnerability management</li><li>• Strong written and oral communication skills, and the ability to communicate technical information to a non-technical audience</li><li>• Problem Solving skills</li><li>• Research, analysis and decision-making skills</li><li>• Multi-tasking and execution skills</li><li>• Strong analytical/critical thinking skills</li><li>• Technical Documentation Skills</li><li>• Technological research</li></ul>	<ul style="list-style-type: none"><li>• Organizational and planning ability</li><li>• Teamwork / Cooperation</li><li>• Initiative / Drive</li><li>• Customer Orientation</li><li>• Achievement orientation</li><li>• Interpersonal skills</li><li>• Performance Driven</li><li>• Flexibility/Adaptability &amp; Reliability</li></ul>

### E. Key Contacts

#### **Internal:**

Manager, Information Management

- For IT strategic direction, team integration, policies/procedures and priorities

Lead Technician – Production Support

- Guidance on operational project initiatives

Lead Technician – Projects

- Guidance on ICT project related activities

#### **External:**

Providers and Customer Service Representatives

- Technological currency, maintenance contracts, solutions proposals, services and training

**All applications should be forwarded under confidential cover and addressed as follows:**

#### **Vacant Position: Information Security Analyst**

#### **The Chief Executive Officer**

Trinidad and Tobago Securities and Exchange Commission

57-59 Dundonald Street

Port of Spain

Email address: [vacancies@ttsec.org.tt](mailto:vacancies@ttsec.org.tt)

**Applications should arrive no later than May 22, 2018**