



## THE EASTERN REGIONAL HEALTH AUTHORITY

### POSITION DESCRIPTION

<b>1. JOB TITLE</b>  INFORMATION AND COMMUNICATIONS TECHNOLOGY (ICT) SECURITY SPECIALIST	<b>2.DIVISION</b>  HEAD OFFICE	<b>3. DEPARTMENT</b>  INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
<b>4. ORGANIZATIONAL RELATIONSHIP</b>  The Information and Communications Technology (ICT) Security Specialist will report to the Manager-Information and Communications Technology (ICT).		<b>5. NATURE &amp; SCOPE</b>  The incumbent is required to provide specialized technical services in the administration and maintenance of the security of all ICT infrastructure of the Authority.
<b>6. SPECIFIC ACCOUNTABILITIES</b>  The Information and Communications Technology (ICT) Security Specialist: <ul style="list-style-type: none"><li>□ Conducts security risk and vulnerability assessments for all business and operational software applications, and all ICT installations within the Authority and recommends appropriate security strategies and controls; and investigates suspected attacks and manages security incidents.</li><li>□ Plans and executes programmes to review IT 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.</li><li>□ Investigates security breaches in accordance with established procedures and recommends the required corrective actions; and assists users with the management of their security access and controls, implements agreed user security and maintains security records and documentation.</li><li>□ Provides inputs to the service continuity planning process of the Authority and assists with the implementation of the resulting plan.</li><li>□ Keeps abreast of technical developments in IT networks and infrastructure, including intrusion detection and protection, security management, vulnerability assessment and identity management to provide advice to improve security.</li><li>□ Performs any other related duties as assigned.</li></ul>		
<b>7. KEY KNOWLEDGE, SKILLS AND ABILITIES</b> <ul style="list-style-type: none"><li>□ Considerable knowledge of security for software applications, computer networks and IT infrastructure.</li><li>□ Knowledge of relevant IT security solutions such as Check Point.</li><li>□ Knowledge of project management tools and techniques.</li><li>□ Some knowledge of the tools and techniques required for the management and control of ICT within an organisation.</li><li>□ Ability to supervise technical and support staff</li><li>□ Ability to think creatively and to analyse IT security problems and incidents.</li><li>□ Ability to communicate effectively both orally and in writing.</li><li>□ Ability to promote teamwork and management conflict.</li><li>□ Ability to establish and maintain effective working relationships with colleagues.</li><li>□ Ability to interact positively with members of the public and external stakeholders.</li></ul>		
<b>8. MINIMUM TRAINING AND EXPERIENCE</b> <ul style="list-style-type: none"><li>□ Training as evidenced by the possession of a recognised Bachelor’s Degree in Computer Science, Computer Information Systems, Information Systems Management, Computer Engineering or a related area.</li><li>□ Minimum of three (3) years’ experience in the area of ICT, including at least two (2) years’ experience in securing ICT systems.</li><li>□ Certification in information technology security management, such as the CCNA Security or Certified Information Systems Security Professional (CISSP).</li><li>□ Any equivalent combination of qualifications, training and experience.</li></ul>		

<b>9. SUPERVISORY RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>❑ Technical and Support Staff</li></ul>
<b>10. COMMUNICATION AND WORKING RELATIONSHIPS</b> <p><b><i>Internal:</i></b></p> <ul style="list-style-type: none"><li>❑ Manager- Information and Communications Technology (ICT)</li><li>❑ Staff of the Information and Communications Technology Department</li><li>❑ All Line Managers/Supervisors</li><li>❑ All Heads of Department</li></ul> <p><b><i>External:</i></b></p> <ul style="list-style-type: none"><li>❑ Telecommunication and Internet Service Providers</li><li>❑ Contractors</li><li>❑ Suppliers</li></ul>