

Independent Commission Against Corruption

Job Specification

Post : **Information Security Analyst**

Division : Corporate Services

Report To : IT Manager

Qualifications :

- A. BSc (Hons) in Computer Science, Information Technology or related fields from a recognized institution or an alternative qualification acceptable to the Commission.
- B. At least 8 years' experience in Enterprise IT Environment including experience in implementation of Information Security Management System(s)
- C. An international IT Security Certification (CISA/CISM/CISSP/CEH)

Competencies:

- i. Highly reliable with high sense of responsibility and integrity.
- ii. Strong Organizational skills.
- iii. A team player with good interpersonal and communications skills,
- iv. Dynamic, proactive, result oriented and quality- driven.

Duties & Responsibilities

- a. To develop and maintain the organisation's information security policy and a supporting set of specific policies, ensuring appropriate authorisation, commitment and endorsement from management.

- b. To communicate the information security policy to all appropriate parties.
- c. To ensure that the information security policy is enforced and adhered to.
- d. To identify and classify IT and information assets and the level of control and protection required.
- e. To work in close collaboration with other Staff to implement controls.
- f. To assist with business impact analysis.
- g. To perform security risk assessment and risk management in conjunction with availability and IT service continuity management.
- h. To design security controls and developing security plans.
- i. To develop and document procedures for operating and maintaining security controls.
- j. To monitor and manage all security breaches and handling security incidents, taking remedial action to prevent recurrence wherever possible.
- k. To report, analyse and reduce the impact and volumes of all security incidents in conjunction with problem management.
- l. To promote education and awareness of security.
- m. To maintain a set of security controls and documentation, and regularly review and audit all security controls and procedures.

Note: The Information Security Analyst should be prepared to work outside normal office hours.