

## JOB DESCRIPTION

### MTCSMEC 51/2024: CYBERSECURITY ANALYST, DEPARTMENT OF COMMUNICATIONS

#### Corporate Information

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|-------------------------------|---|
| 1. Position Level:            | Band I  |
| 2. Salary Range               | \$43,296.63 - \$55,508.50 (Step 1 – 4)  |
| 3. Duty Station:              | Suva  |
| 4. Reporting Responsibilities | a) Reports to the Director-General (Digital Government Transformation, Cybersecurity and Communications)<br>b) Liaises with Permanent Secretary, Heads of Department, Government Agencies, Ministry Staff, other development partners, and private sector stakeholders<br>c) Subordinates: All staff of the Department. |

#### POSITION PURPOSE

The purpose of this position is to ensure implementation of the identified goals outlined in the National Cybersecurity Strategy, in particular the establishment of the National Computer Emergency Response Team and review of the National Cybersecurity Strategy. The Officer will be required to coordinate with the relevant Ministries and stakeholders, and to share the Government's cyber vision and to solicit their involvement in achieving higher levels of cyber resilience.

#### KEY RESPONSIBILITIES

The position will achieve its purpose through the following key duties:

1. Design, planning and implementation of the National Computer Emergency Response Team.
2. Performing a gap analysis and developing a roadmap to implement the identified goals in the National Cyber security Strategy within the identified timeframes and allocated budget.
3. Work with relevant stakeholders and consultants for the review of the National Cyber security Strategy.
4. Work with relevant stakeholders and consultants to develop appropriate security solutions to address cyber threats to national critical infrastructure.
5. Developing policies and procedures for cyber incident and risk management.
6. Attend cybersecurity trainings and workshops and create a knowledgebase of cybersecurity related information.

#### KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Design, planning and implementation of the National Computer Emergency Response Team.
2. Performing a gap analysis and developing a roadmap to implement the identified goals in the National Cyber security Strategy within the identified timeframes and allocated budget.

3. Work with relevant stakeholders and consultants for the review of the National Cyber security Strategy.
4. Work with relevant stakeholders and consultants to develop appropriate security solutions to address cyber threats to national critical infrastructure.
5. Developing policies and procedures for cyber incident and risk management.
6. Attend cybersecurity trainings and workshops and create a knowledgebase of cybersecurity related information.

## **PERSONS SPECIFICATION**

In addition to Bachelor's Degree in Computer Science/ Information Technology/ Information Systems/ Cybersecurity together with the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

### **Knowledge and Experience**

1. At least 3 years' experience in working with information security systems and policies or equivalent combination of education and work experience.
2. Sound knowledge of Cybersecurity Standards and Framework.
3. Working knowledge of incident management and response processes.
4. Proven capability to develop and maintain SOP's and documentation.
5. Detailed understanding of information security management practices.
6. Understanding of security architecture and models.

### **Skills and Abilities**

1. Ability to multi-task and work under pressure in a fast-paced environment.
2. Good team player, confident and self-motivated.
3. Attention to detail and excellent problem-solving skills.
4. Excellent verbal, written communication and presentation skills.
5. Ability to present highly technical information to non-technical audiences.
6. Ability to interact professionally with a diverse group, executives, managers, and subject matter experts.
7. Service oriented approach, with a commitment to supporting the operational and corporate environment of the Ministry.
8. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment.

## **PERSONAL CHARACTER**

Applicants for employment must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 60 years, in sound health and with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to taking up duty.