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26th January, 2018

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the following vacant posts in the **Police Department**:

- 1. Information Security Manager (MIS/IT 6)**, salary range \$1,758,169 – \$2,089,910 per annum and any allowance(s) attached to the post.
- 2. Information Security Officer (MIS/IT 4)**, salary range \$1,406,073 – \$1,671,378 per annum and any allowance(s) attached to the post.

1. Information Security Manager (MIS/IT 6)

Job Purpose

The incumbent is responsible for developing and maintaining the Police Department's Information Security Mandate, preventing unauthorized access to and on the network, managing issues surrounding cybercrime, virus, firewall configuration and maintenance and ensuring that security standards are maintained.

Key Responsibilities

Technical/Professional:

- Develops implements and maintains security policies, standards and procedures to protect the Police Department's Computer Infrastructure, networks and data;
- Develops and implements Information Security Code of Conduct;
- Ensures daily administration of the LAN and WAN including system performance, stability, integrity, security and troubleshooting;
- Configures, tests and maintains switches, routers and firewall to ensure that data and the network (s) are secure and kept confidential;
- Ensures that only authorized devices have access the to the network;
- Ensures end users receive timely information and knowledge about how to treat potential threats;
- Conducts Systems Checks with the aim of identifying security threats, reporting breaches, applying and making recommendation for corrective actions;
- Recommends changes to improve systems and network configurations;
- Determines hardware or software requirements related to such changes;
- Provides end user support including problem resolutions relating to Network, Cybercrime and Communication issues;
- Investigates security breaches and recommends appropriate action;
- Conducts periodic System Audits to facilitate proactive implementation of interventions;
- Coordinates the implementation of Security programs to ensure consistency with standards;
- Maintains currency of knowledge with respect to relevant security of data, network, devices, cybercrime and communication;
- Conducts environmental scans and ensures alignment of standards with international best practices;
- Provides updates, reports and technical advice to end-users and supervisor.

Management:

- Plans, organizes and directs the work of the Unit by overseeing the development of Work Plans;
- Conducts periodic reviews of supervisees in accordance with Work Plans;
- Develops and manages the Performance of the Unit and its staff including transferring skills, motivating staff, setting performance targets, monitoring performance, providing feedback to staff and arranging training;
- Conducts final assessment of supervisees based on the Performance Assessment criteria and prepares Performance Reports;
- Signs the Performance Management Reports;
- Ensures that staff has sufficient and appropriate physical resources to undertake their duties efficiently and effectively;
- Maintains effective working relations with external and internal stakeholders and clients, ensuring that the Unit provides a consistently high level of service to them.

Human Resource:

- Manages the welfare and development of Direct Reports through the preparation of Performance Appraisals and recommendation of required training and development programmes;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations;
- Participates in the recruitment of staff for the Department;
- Determines the tools/resources required for improved efficiency within the Unit;
- Provides leadership to staff through effective objective setting, delegation and communication.

Required Knowledge, Skills and Competencies

Technical:

- Ability to configure, secure and maintain network security to include patching, upgrades and maintenance of hardware, firewall, router, switches, mobile devices
- Ability to perform intrusion vulnerability and penetration testing, document the result and make recommendations
- Expert knowledge of in-house platforms such as Windows Server, Linux, ISA Server and Antivirus' Corporate Editions

Core:

- Good presentation and oral and written communication skills
- Strong analytical and problem solving skills
- Excellent analytical skills
- Ability to work in a team
- Persuasive skills
- Emotional intelligence
- Customer and quality focused
- Strategic leadership skills

Minimum Required Qualification and Experience

- Bachelor's degree in Computer Science, Telecommunications Network or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution;
 - Minimum three (3) years related working experience;
 - Professional certification (**Security +**);
- OR**
- Diploma in Computer Studies or equivalent from a recognized tertiary institution plus four (4) years related working experience.
 - Professional certification (**Security +**).

Special Licence or Certification Necessary for the Job

- Intrusion detection and prevention;
- Network Security.

Special Condition Associated with the Job

- Will be required to work beyond regular working hours and travel force-wide.

2. Information Security Officer (MIS/IT 4)

Job Purpose

The incumbent is required to protect information and prevent unauthorized access to and on the Network as well as manage issues surrounding virus, firewall configuration and maintenance in keeping with the mandate of the Division.

Key Responsibilities

Technical/Professional:

- Develops implements and maintains Security policies, standards and procedures to protect the Department's computer infrastructure, networks and data;
- Daily administration of the LAN and WAN including system performance, stability, integrity, security and troubleshooting;
- Configures, tests and maintains switches, routers and firewall to ensure that data and the network (s) are secure and kept confidential;
- Ensures that only authorized devices have access the to the network;
- Ensures end users receive timely information and knowledge about how to treat potential virus;
- Conducts Systems checks with the aim of identifying security threats, reporting breaches and making recommendation for corrective actions;
- Recommends changes to improve Systems and Network configurations and determine hardware or software requirements related to such changes;
- Provides end user support including problem resolutions relating to network access and communication issues;
- Maintains currency of knowledge with respect to relevant security of data, network, devices and communication.

Required Knowledge, Skills and Competencies

Technical:

- Ability to configure, secure and maintain network security to include upgrades and maintenance of hardware, firewall, router, switches, mobile devices
- Ability to perform penetration testing, document the result and make recommendations
- Expert knowledge of in-house platforms such as Windows Server, ISA Server and Antivirus' Corporate Editions
- Demonstrable ability to identify complex problems and review related information to develop and evaluate options and implement solutions

Core:

- Good presentation and oral and written communication skills
- Good problem solving skills and tenacity
- Excellent analytical skills
- Ability to work in a team

Minimum Required Qualification and Experience

- Bachelor's Degree in Computer Science, Telecommunications network or Electrical Engineering/Electronics or equivalent from a recognized tertiary institution;
 - Minimum four (4) years related working experience;
- OR**
- Diploma in Computer Studies or equivalent from a recognized tertiary institution plus four (4) years related working experience.

Special Condition Associated with the Job

- Will be required to work beyond regular working hours.

Applications accompanied by résumés should be submitted **no later than Friday, 9th February, 2018 to:**

Senior Director
Human Resource Management and Development
Police Department
NCB South Tower
3rd Floor, 2 Oxford Road
Kingston 5

Email: hrbranch@jcf.gov.jm

Please note that only short listed applicants will be contacted.

Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.



Merle I. Tam (Mrs.)
for Chief Personnel Officer (acting)