



BANK OF PAPUA NEW GUINEA

Position Description

Job Title	IT Security Analyst
Reporting to	Senior Security Analyst
Location	Port Moresby, Papua New Guinea
Salary range	TBA
Employment Type	Non-Contract

Role Descriptions:

The Security Analyst is an integral role that provides expertise in designing and implementation of IT security control such as identity and access management, Data Loss prevention as well as detections, response and recovery control. The IT Security Analyst will execute assurance and advisory activities that contribute to the improvement of ICT's delivery through identifying insights and opportunities for efficiency and effectiveness.

The Incumbent will collaborate with ICT team to manage IT infrastructure security, including development of security policy, procedures and monitoring methods. This also includes securing both online and on premise IT infrastructures, clearing through metrics and data to filter out suspicious activities and, finding and mitigating risks before breaches occur.

Responsibilities

Safeguard Bank's Digital Assets and Information Systems

- ✓ Investigate breaches of security, both in form of logical and physical.
- ✓ To develop and implement security policy and procedures.
- ✓ Recommends/design structures and tools for systems which needs and takes into account target environment.
- ✓ Provide management of critical IT system administrator passwords and access.
- ✓ Ensure the safe storage of company electronic data under all circumstances.
- ✓ Perform security risk, vulnerability assessment.

Infrastructure security and support

- ✓ Design and oversee implementation of security initiatives with the IT infrastructure.
- ✓ Document and search out potential security risks to the IT infrastructure.
- ✓ Report to management on the IT Infrastructure security status.
- ✓ Contributes to annual plan so that it is implemented on a timely basis.
- ✓ Ensures that processes are documented and in place for consistent classification and management of system maintenance and configuration items, and for verification and audit of configuration records.
- ✓ Produces detailed designs and documents all work using required standards, methods and tools, including prototyping tools where appropriate.

Continuous Quality Improvement

Manage the ICT Department & its Budget

- ✓ Assist the IT Security Manager with annual budget formulation for both maintenance and capital expenditure.
- ✓ Ensures that processes are documented and in place for consistent classification and management of system maintenance and configuration items, and for verification and audit of configuration records.
- ✓ Produces detailed designs and documents all work using required standards, methods and tools, including prototyping tools where appropriate.

Requirements

Education and Qualifications

- ✓ Bachelor's Degree in Information Technology, Computer Science, ICT or any related field from a recognized institutions
- ✓ ITIL Practitioner Certificate
- ✓ Cisco Certification will be an advantageous
- ✓ Security Related Courses will be an advantage

Experiences

- ✓ Minimum 2 years' experience in managing IT infrastructure security within industries.
- ✓ Demonstrated industry experience in Cyber Security Risk Consulting or working in banking industries will be an advantage.
- ✓ Knowledge of "hardening" best practices for servers and applications 6. Microsoft Active Directory deployment in a large business
- ✓ Storage Area Networks and associated communications

Skills/Attributes/Competencies

- ✓ Ability to investigate security issues within Microsoft Desktops, Microsoft Servers, Redhat Servers, Cisco networks
- ✓ Ability to configure Cisco firewalls and Proxy Servers
- ✓ Ability to manage backup solutions processes
- ✓ Demonstrate reliability, integrity and punctuality in a front line position
- ✓ Patching firmware and software skills
- ✓ Attention to detail
- ✓ Have practical IT experience in Finance or Banking environment
- ✓ Knowledge and skills of Designing and implementing Policy and Procedures

Working Relationship

The IT Security Analyst will establish and maintain the following internal and external relationships:

Internal Relationship

- ✓ Be Accountable to the Manager, IT Security Unit
- ✓ Be accountable to the Senior IT Security Analyst
- ✓ Liaise and communicate with staff in IT Security Unit as well as the ICT department
- ✓ Accountable to the

External Relationship

- ✓ 3rd party service providers
- ✓ Vendors and external service providers

Authorities & Delegations

✓ Financial:

No Financial Authority

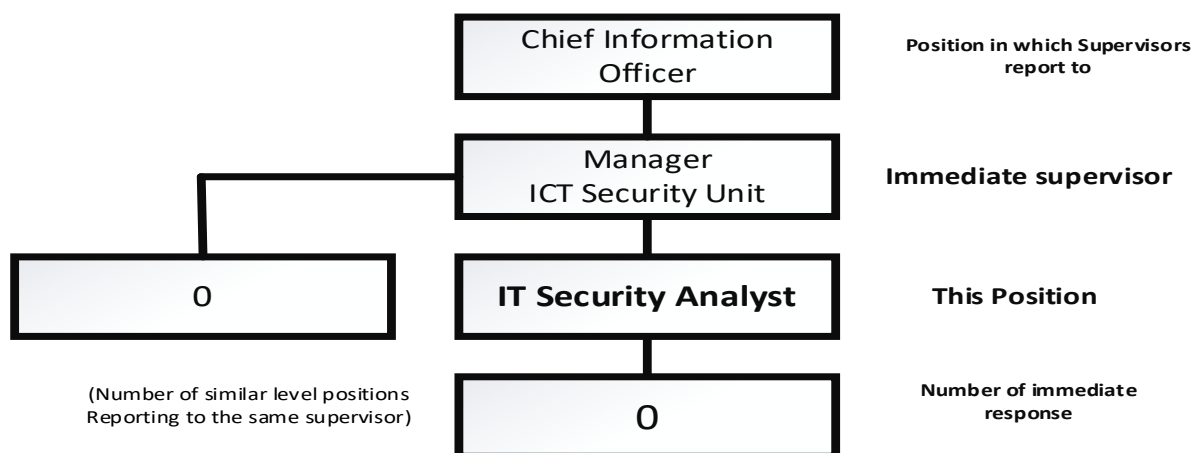
✓ Policies and Procedures

Assist to vary policy in line with statutory requirements

✓ Staffing:

No staffing Authority

✓ **Reporting Relationship**



This section refer to SP 24-25 BPNG strategic logic

<u>Function</u> Corporate Operations	<u>Objective 9</u> High Performance Culture is thriving <u>Objective 10</u> Targeted Capability is uplifted and performance is improved.
<u>Goal 6</u> Establish BPNG as a modern high performing and trusted institution.	<u>KRA 9.1 – 9.5</u> Our team models our values of integrity, efficiency, transparency, professionalism, teamwork and accountability. <u>KRA 10.1 – 10.5</u> We understand the Bank’s future needs and are preparing the workforce to meet new challenges.

Bank Values:

- Integrity – with integrity we build good governance and credibility.
- Transparency – with transparency our decisions stand scrutiny.
- Accountability – through accountability we take responsibility for our decisions and actions.
- Efficiency – with efficiency we produce quality results on time and on budget
- Professionalism – through professionalism we strive for best practice.
- Team work – through team work we benefit from sharing skills, knowledge and experience.