

POSITION DESCRIPTION

Title:	Information Security Specialist	Location:	Head Office
Department:	Corporate Services	Reports to:	IT Manager
Salary:	Salary Package		
Prepared by:	CAO	Date:	August 2015

Overall Purpose:

The Information Security Specialist will design, develop, implement, and maintain the network, security and communication infrastructure. This includes data centers, corporate offices and supporting customer implementations.

Roles and Responsibilities:

- Perform advanced, complex network analysis, identify problems and design solutions.
- Oversee Information Security with focus on IDS/IPS tuning, DMZ penetration testing, and access management.
- Perform routine system administration and maintenance on local or remote locations.
- Maintain documentation current for supported systems.
- Oversee the support of Cisco Unified Communications (CUCM/UCCX) infrastructure
- Analyze troubleshoots and resolve network security issues.
- Perform network installations, upgrades, training, documentation, monitoring and analysis.
- Design and implement corporate network architecture as per business need.
- Handle day-to-day network and telecommunication related tickets.
- Assist in the configuration of multiple models and vendors of switches/routers, including VLAN configuration, routing protocols, etc.
- Perform asset management and inventory of network and telecommunication equipment.
- Document problems and resolution for future reference, such as RCA report
- Monitor system performance and implementing performance tuning.
- Provide support for advanced level and on-call support for large variety of networks, systems, and infrastructures.
- Support and escalate issues with TETRA radio, GSM phone and other Radio / Wide Area Broadcast / mobile communication systems.
- TCP/IP, routing, switching, WAN and Ethernet technologies to design and implement efficient network configurations.
- Support network security efforts such as firewall audits, network design reviews and internal security consulting
- Ensure all work is done in compliance with ISO, ADHICS and other UAE and Abu Dhabi information security regulations as required by UAE Law.

QHSE:

Engage, understand and participate in Quality Health Safety and Environment (QHSE) Management System Compliance and Improvement

- A relevant IT qualification
- Minimum 3 years of experience
- Good knowledge and experience in layer 3 routing protocols : RIPv2, OSPF or IS-IS, and BGP
- Knowledge of protocol inspection and packet capture methods using tools such as TCPDUMP/PCAP.
- Well-versed in network security and design principles; demonstrated ability to secure network services and knowledge of secure modular network design and risk assessment
- Experience performing technical audits of computer systems and network for compliance purposes.
- Experience in network infrastructure security with hands-on experience with security objects (e.g., intrusion detection signatures, firewalls, VPNs, WAF, network management).
- Strong functional knowledge of TCP/IP required.

Chief Administrative Officer

Change Brief

Version No.	Date	Changes
1	August 2015	New PD
2	July 2019	Due to review no changes
3	July 2021	Added in the Roles and Responsibilities Ensure all work is done in compliance with ISO, ADHICS and other UAE and Abu Dhabi Information security regulation required by UAE Law Added TETRA / Mobile communications support and compliance

Review & Approval:

(Enter final approver title here)