JOB DESCRIPTION

IDENTIFICATION	
JOB TITLE	Information & Communication Technology (ICT) Security Officer
REPORTING TO	Head of Network and Enterprise Infrastructure
GRADE	C4
DIRECTORATE/UNIT	ICT
PHYSICAL LOCATION	Nairobi – Amref Headquarters

Amref Health Africa is the largest international health development organisation based in Africa. Working with and through African communities, health systems and governments, Amref Health Africa's vision is for lasting health change in Africa and is committed to improving the health of people in Africa by partnering with and empowering communities, and strengthening health systems. For more on Amref Health Africa please visit www.amref.org

Main Purpose of the Job

Main purpose shall be security hardening of systems, designing, identifying, implementing and enforcing modern security based technologies, policies and procedures that protect Amref Health Africa entire ICT infrastructure, data and applications from all forms of security vulnerabilities.

Key responsibilities

	Key Areas	Activities
1	**Network and information security administration**	• Performing network Intrusion detection and prevention, vulnerability scanning, and monitoring; • Administering centralized enterprise antivirus solution and client operating update and configuration; • Performing regular vulnerability scans to find any flaws for mitigation. • Administering an automated security patching solutions with up-to-date security updates and hot fixes; • Performing day-to-day operations and maintenance of both on-premises and cloud data center solutions; • Assisting in design, installation, administration and troubleshooting data and voice networks;
2	**Network security risk assessment for mitigation**	• Performing daily health checks on systems and continuously monitors access to network services and devices; • Ensure that security changes and improvement actions are evaluated, validated, and enforced according to Amref Health Africa policies and procedures; • Collecting and maintaining Security related data needed for purposes of monitoring trends; • Tracking Security audit findings, assessments and recommendations for appropriate mitigation;

	Key Areas	Activities
		• Tracking and measuring system performance and availability; • Mitigating any existing or potential security threats; • Creating management reports on security trends and status;
3	**System security risk assessment, monitoring for optimization**	• Securing and optimizing remote sites network and communication technologies; • Monitoring network performance, report and troubleshoot outages resulting from security breaches and other factors; • Recommending resource requirement required for cyber security operations; • Implementing, managing and securing global LAN/WAN and wireless platforms; • Participating in security risk assessments; • Identifying vulnerabilities targeting Amref Health Africa network and provide timely mitigating measures; • Developing and implementing a comprehensive plan to secure ICT Network; Proactively monitoring systems usage to ensure compliance with security policies;
4	**Technical Support, trouble-shooting and Capacity Building**	• Keeping up to date with emerging security trends and developments in ICT security standards and threats; • Documenting any security vulnerabilities and assess extend of breaches. • Knowledge transfer of security skills, guides, standard operating procedures and best practices for information security to staff including non-technical audience. • Preparing and distributing important security alerts, or advisories to colleagues and general staff. • trouble-shooting and support across the WAN for smooth operations • General ICT support across sites and field offices

Required Qualification
Education and Training:
• Bachelor's degree in ICT or related field;
• Internationally recognized security certification e.g. Comptia Security+, CCNA Security, Microsoft Certified Security etc
• Information Systems, Audit, Compliance and Assessment Certification

Work Experience
• 5+ years of progressive hands-on experience in a large enterprise ICT security
• Systems Security Management;
• Incident Management Tools
• Strong analytical skills
• LAN, WAN and Wireless Network management;
• Operating System, application and databases security configurations and Administrations;
• Exposure to a diverse-multicultural environment
• Storage, virtualization, backup and restore solutions for business continuity

- Solid knowledge of various information security frameworks.
- Cyber security tools and techniques for Network defense
- Brand protection including web and email
- Routing, switching, firewall administration on a TCP/IP networking
- Managing network services and server roles
- Data Loss Prevention, Protection and Encryption
- Knowledge of security related laws, policies, procedures, or governance relevant to cybersecurity
- Threat Analysis and Vulnerabilities Assessment

Competences
- Confidentiality
- Ethical
- Integrity
- Reliability
- Ability to work within deadlines

Technical Skills:
- troubleshooting and problem resolution skills
- Excellent problem-solving and analytical skills.
- Effective verbal and written communication skills.
- Expert analytical skills

Other Important soft skills:
- Influencing
- Critical and creative thinking
- Good logical diagnostic skills
- exercise good judgement in the resolution of problems;
- Facilitation
- Proactive
- Team work
- Interpersonal
- Flexibility

How to apply

Please visit our website **www.amref.org** to make your application. You will be directed to our online portal where you will need to create an account in order for you to be able to submit your application. Your application should include a cover letter detailing why you are the best fit for this position and your CV with relevant skills and experience. **Closing date is 23rd August 2021.** Only shortlisted candidates will be contacted.

Duly note that Amref Health Africa does not require applicants to pay any money at whatever stage of the recruitment and selection process and have not retained any agent in connection with recruitment.

Amref Health Africa is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. Amref Health Africa is an equal opportunity employer and has a non-smoking environment policy.