JOB TITLE	Security Administrator	DEPARTMENT	Network Services
JOB GRADE		LOCATION	NOC, Tacarigua
Supervisor	Network Infrastructure Supervisor	DATE	July 25th 2008

Security Administrator
Job description

SUMMARY AND BASIC JOB FUNCTION:
Under minimum supervision, operates in a team driven support focused environment that you will be a team player in an environment where creativity is encouraged. Assist with support of existing firewall platforms to ensure stability, uptime, and security. , The incumbent will collaborate with Network Infrastructure team , IT colleagues, and other stakeholders to identify network requirements, assess available technologies, and recommend solution options to meet the security and infrastructure operational needs of Columbus Communications Trinidad Ltd.

PRINCIPAL ACTIVITIES, DUTIES AND RESPONSIBILITIES:
- Conduct firewall policy reviews for audit and inventory
- Evaluate firewall architecture of existing platforms and recommend changes accordingly.
- Assist with decommissioning, migration or installation of equipment
- VPN Management and Policing.
- Serve as the primary technical resource for configuring firewalls and VPNs
- Monitor traffic and access logs in order to construct additional policies
- Work independently with Network Infrastructure team and Sr. Management on information security issues and strategies
- Write technical documents as necessary describing base security requirements and architecture
- Perform risk assessments, provide recommendations and present findings
- Mentor and coach Information Junior Security Administrators
- Coordinate and prioritize requests and issues to provide complete resolution of network security and network issues and projects
- Performs miscellaneous job-related duties as assigned by the Network Infrastructure Supervisor, Manager or Director
- Periodic penetration testing to evaluate internal and external security systems and policies.
- Configure, test and install customers' firewall equipment as needed.

MINIMUM JOB REQUIREMENTS:

Essential:
- A Bachelor's degree in Computer Science or related discipline, or equivalent work experience and technical training, is required
- Experience with one or more leading security products (Checkpoint/Nokia, Cisco PIX/ASA - Specific experience in Juniper/Netscreen security products will be considered an asset).
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Desirable:-

- Typically four or more years of experience in information system security theory and techniques and five or more years of experience in hardware and software installation and support from the perspective of wide and local area network administration are required.
- Conceptual knowledge of designing and implementing strategies and techniques for information system security and with information technologies and methodologies is required
- CCNA certification would be an asset to this position
- 5+ years network security administration as a network administrator, systems engineer or similar

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Strong interpersonal and communication skills
- Knowledge of a wide range of varying Operating Systems, applications, hardware, networking, and communications.
- Knowledge of Unix/Linux
- Ability to diagnose and rectify Security issues.
- Ability to function in a fast paced environment.
- Punctual, regular and consistence attendance.
- Ability to provide advanced technical assistance and comprehensive problem resolution
- Ability to communicate effectively, both orally and in writing.
- Ability to troubleshoot routing and switching problems would be an asset.
- Experience in a TCPIP Ethernet network is required.

This description is a summary of principal responsibilities and is not intended to include all duties, which may be assigned.

Salary will commensurate with qualifications and experience