Position Title	Information Security Specialist
Department	Information Technology
Job Code	HR-36-2022

Job Description

The purpose of the position is to manage and maintain the operational and tactical planning and activities of Information Security services for the university.

Key Responsibilities:

- Protect systems by defining access privileges, control structures, and resources.
- Recognize problems by identifying abnormalities; reporting violations.
- Identify IT security gaps, vulnerabilities in systems, networks, and applications and work with appropriate stakeholders to close the gaps.
- Ensure industry standard practices are followed across various IT areas such as network security, server security, application security, end device security and forensic investigations.
- Implement security improvements by assessing current environment; evaluating trends; anticipating requirements.
- Create, maintain, and enforce the university's security documents (policies, standards, guidelines, and procedures).
- Oversee the deployment, integration, and initial configuration of all new security solutions and of any enhancements to existing security solutions in accordance with standard best practices.
- Improve the information security culture of the university through training and awareness.
- Determine security violations and inefficiencies by conducting periodic audits.
- Upgrade systems by implementing and maintaining security controls.
- Keep users informed by preparing performance reports, communicating system status.
- Maintain technical knowledge by attending educational workshops, reviewing publications.
- Maintain up-to-date knowledge of the IT security industry including awareness of new or revised security solutions, improved security processes and the development of new attacks and threat vectors.
- Select and acquire additional security solutions or enhancements to existing security solutions to improve overall enterprise security as per the university's existing procurement processes.
- Ensure the confidentiality, integrity and availability of the data residing on or transmitted to/from/through workstations, servers, and other systems and in databases and other data repositories.
- Engage in ongoing communications with peers in Infrastructure and Application teams as well as the various business groups to ensure enterprise wide understanding of security goals, to solicit feedback and to foster co-operation.
- Work with technical and business units to review and validate disaster recovery plans

Profile (Minimum Qualifications, Minimum Experience, Job Specific Skills)

Required Qualifications:

- Bachelor's degree or equivalent in computer science, IT security or a related field.

Preferred Qualifications:

- A master's degree in a related field or certificates in related technology

Required Experience:

- 5 years plus of relevant working experience in IT Security

Preferred Experience:

- 2 or more years of experience in higher education

Required Job-Specific Knowledge & Skills:

- In-depth working knowledge of: (1) Information Security including network, systems, application, information security; (2) IT Forensic investigations; (3) IT technical architecture.
- Excellent written and verbal communication skills and (4) Information Security Policy. development and enforcement.
- Understanding of the UAE Cybersecurity laws and their applicability in higher education.
- Highly developed people and customer service skills.
- Demonstrated ability to respect privacy and confidentiality.
- Strong project and vendor management skills.
- Excellent customer service, interpersonal and problem-solving skills.
- Excellent verbal communication and technical writing skills in English.
- Ability to do physical labor.

Preferred Job-Specific Knowledge & Skills:

- Information Security Certifications such as CISSP, CEH, CISM, Security+.

Familiarity with common security frameworks and standards, including NIST Framework, ISO 27000, CIS CSC, PCI DSS.

Conditions

NA

Grade

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Package Details

NA

How to apply	http://www.sorbonne.ae/vacancies/
Application Closing Date	29 Sep 2022