

## JOB DESCRIPTION

### 1. JOB DETAILS:

<b>Position Title:</b>	Senior Network & Security Engineer
<b>Reports to:</b>	Head of IT Department
<b>Department:</b>	Information Technology
<b>Location:</b>	Sorbonne University Abu Dhabi, UAE
<b>Grade:</b>	5
<b>Prepared / Revised on:</b>	July 2025

### 2. JOB PURPOSE / ROLE:

The purpose of this role is to manage and maintain design, security, implementation, and maintenance of an SUAD's network infrastructure. The role provides technical leadership and consulting in planning, designing, and implementation of highly available network infrastructure and maintain the high-level design and operational plan for logical and technical network architecture.

### 3. JOB DIMENSIONS

<b>Number of Staff Supervised:</b>	<b>Direct Reports:</b>	0
	<b>Total:</b>	0

### 4. KEY ACCOUNTABILITIES:

Key Priority	Key Activities
Execute Full-Cycle Network Projects	<ul style="list-style-type: none"> <li>Plan and manage network infrastructure projects from conceptual design to implementation including, testing, technical architecture, and physical design of network.</li> <li>Assist in the supervision of external service providers supporting SUAD with network and telecom projects by providing technical expertise, support and leadership.</li> <li>Maintain up-to-date knowledge of network technologies, architectures, products and industry best practices and implement knowledge to reduce cost and/or improve efficiencies at SUAD.</li> <li>Participate in internal &amp; external audits and propose solutions to close gaps in a timely manner.</li> <li>Develop project scopes, deliverables, timelines, resource plans, and risk assessments</li> <li>Design projects and maintain infrastructure by adopting UAE-IA standards.</li> <li>Track internal project milestones and supervise outsourced projects.</li> <li>Perform other related duties or assignments as directed by the Line Manager.</li> <li>Coordinate with stakeholders to define clear project objectives and technical specifications.</li> <li>Participate in budget planning and roadmap development for network infrastructure.</li> </ul>
Ensure Network Performance & Optimization	<ul style="list-style-type: none"> <li>Provide high-level monitoring of the operation of the networks and systems to ensure proper operation of network devices and tuning networks for optimal system performance.</li> <li>Monitor network traffic and provide management analysis and recommendations along with capacity planning.</li> </ul>

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Lead Incident Resolution & Escalation Handling	<ul style="list-style-type: none"> <li>• Serve as a point of escalation for complex network problems.</li> <li>• Classify and document incidents according to standardized incident categories and criticality levels.</li> <li>• Lead the initial assessment of security and network incidents to determine severity, impact, and priority.</li> <li>• Apply temporary fixes or configuration changes to prevent escalation while ensuring continuity of operations.</li> </ul>
Maintain Security, Compliance & IT Policy Enforcement	<ul style="list-style-type: none"> <li>• Implement and enforce the IT policies and procedures to ensure data accuracy, security, and privacy.</li> <li>• Maintain the security and confidentiality of any proprietary or sensitive information or data in any medium regarding SUAD or its students, faculty, or staff, ensuring integrity in the work conducted.</li> <li>• Have a security focused mindset in maintaining the infrastructure.</li> </ul>
Deliver Accurate Reporting & Documentation	<ul style="list-style-type: none"> <li>• Prepare reports and summaries including status reports, problem reports, progress summaries and system utilization reports, ensuring accurate and timely information.</li> <li>• Prepare and maintain relevant technical network specifications and documents, drawings/schematics and system documentation, ensuring set standards are met.</li> </ul>
Collaborate on Requirements & Stakeholder Engagement	<ul style="list-style-type: none"> <li>• Participate in requirements analysis &amp; collaborate with internal teams and departments to propose solutions that address the requirements.</li> <li>• Liaise between IT teams, vendors and other SUAD project stakeholders.</li> <li>• Collaborate with IT management on project planning and reporting.</li> </ul>
Support Audit Readiness & Compliance Gaps Resolution	<ul style="list-style-type: none"> <li>• Collaborate with internal audit, compliance, and risk management teams to prepare for IT audits.</li> <li>• Maintain up-to-date documentation for all network and security configurations, change logs, asset inventories, and access control records.</li> <li>• Provide architectural diagrams, SOPs, risk assessments, and incident response records</li> </ul>
Policies and Procedures	<ul style="list-style-type: none"> <li>• Assist in updating the section's policies and procedures and ensuring alignment with departmental strategies, goals, KPIs, and standards.</li> <li>• Assist in developing detailed Standard Operating Procedures (SOPs) for network configurations, security device management, and IT tasks.</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>• Prepare accurate and timely reports on SUAD users support services, incidents findings, and case logs for review by the Head of Section.</li> <li>• Prepare and deliver periodic reports on network performance, availability, bandwidth utilization, and system health.</li> <li>• Provide executive summaries highlighting risks, actions taken, and lessons learned.</li> </ul>
Related Duties	<ul style="list-style-type: none"> <li>• Perform other responsibilities and assignments as delegated by the Line Manager to support departmental operations.</li> <li>• Assist in creating awareness programs and training materials to ensure stakeholders understand and comply with policies.</li> <li>• Provide briefings or onboarding sessions for new technical staff on applicable procedures and controls.</li> </ul>

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### 5. QUALIFICATIONS, EXPERIENCE, & SKILLS:

#### Minimum Qualifications:

- Preferred Qualifications: A master's degree in a related field
- Professional certificates in networking & security
- **Required Qualifications:** Bachelor of Computer Science, Engineering or equivalent
- Professional active certification in CCNP Datacentre, Enterprise Infrastructure or Security
- Professional active certification in Palo Alto firewalls administration
- Professional active certification in CCIE is preferable, along with progress towards CISSP
- Professional active Cybersecurity certification related to Network Defense

#### Minimum Experience:

- 7 years of IT networking, security architecture, risk assessment experience
- Solid understanding of networking protocols and troubleshooting capabilities from end-to-end in large campus 3-tier network infrastructure deployments
- Hands-on experience with Cisco Systems and solutions related to Wired, Wireless, Datacentre, Telephony, Identity and Access Management as well as being able to manage Palo Alto firewalls
- Knowledge in standard desktop computing applications, including MS Windows, MS-Office, Internet, and email
- Knowledge of general networking software management applications and application-centric infrastructure (ACI)
- Ability to work independently and as part of a team
- Experience conducting or managing forensic investigations and implementing security controls across IT domains

#### Preferred Experience:

- 5 or more years of experience in higher education technology.
- Windows and Linux system management experience
- VMware administration experience

#### Job-Specific Skills:

- High level of proficiency in device life cycle management
- Information Security knowledge and experience, including understanding of information security principles, policies, and standards
- Knowledge of UAE cybersecurity laws and regulations
- Strong interpersonal and communication skills
- Ability to manage and prioritize workload to deliver high quality work products on time with minimal direction
- Continuous learning, creative thinking/innovation, multi-tasking, analysis/assessment, problem solving
- Ability to manage multiple projects simultaneously with high degree of accuracy and attention to detail
- Excellent written and oral communication skills with the ability to work with both technical and non-technical users
- Scripting languages & Development tools

**Line Manager Name & Signature:**

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**Employee Name & Signature:**

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