**Bank of Guyana**

| | | | |
|---|---|---|---|
| **Job Title** | IT Security Analyst | **Position Type** | Full Time |
| **Department** | Information Services Department | **Level** | Intermediate |
| | | **Min. Expr Required** | |

**Job Summary**

The incumbent will report to the Senior ICT Infrastructure Supervisor in performing two core functions: (i) to ensure the day-to-day operations of the in-placed security solutions; and (ii) to investigate and resolve security breaches detected by those systems. Other key tasks also include involvement in the implementation of new security solutions, participation in the creation and or maintenance of policies, standards, baselines, guidelines and procedures as well as conducting vulnerability audits and assessments. The IT Security Analyst is expected to be fully aware of the enterprise's security goals as established by its stated policies, procedures and guidelines and to actively work towards upholding those goals.

**Duties and Responsibilities of the IT Security Analyst**

**Strategy & Planning**

Participate in the planning and design of enterprise security architecture, under the direction of the Senior ICT Infrastructure Supervisor, where appropriate.

Participate in the creation and updating of enterprise security documents (policies, standards, baselines, guidelines and procedures) under the direction of the Senior ICT Infrastructure Supervisor.

Participate in the planning and design of an enterprise Business Continuity Plan and Disaster Recovery Plan, under the direction of the Senior ICT Infrastructure Supervisor.

**Acquisition & Deployment**

Maintain up-to-date detailed 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.

Recommend additional security solutions or enhancements to existing security solutions to improve overall enterprise security.

Perform the deployment, integration and initial configuration of all new security solutions and of any enhancements to existing security solutions in accordance with standard best operating procedures generically and the enterprise's security documents specifically.

**Operational Management**

Maintain up-to-date baselines for the secure configuration and operations of all in-place devices, whether they be under direct control (i.e., security tools) or not (i.e., workstations, servers, network devices, etc.).
Maintain operational configurations of all in-place security solutions as per the established baselines.
Monitor all in-place security solutions for efficient and appropriate operations.
Review logs and reports of all in-place devices, whether they be under direct control (i.e., security tools) or not (i.e., workstations, servers, network devices, etc.). Interpret the implications of that activity and devise plans for appropriate resolution.
Participate in investigations into problematic activity.
Participate in the design and execution of vulnerability assessments, penetration tests and security audits.
Provide on-call support for end users for all in-place security solutions.

**General**

Learn and comply with validation requirements, SOPs, project quality model (PQM) and change control.
Maintain the Support section of the Bank's Help Desk - this includes preparing and adding knowledge-based articles, support tips and other self-help search content.
Perform within a change control and helpdesk ticketing system environment.
Provide assistance to the Website Officer's role when necessary.
Assist in the evaluation of cyber security training initiatives, and make recommendations for improvements.
Undertake project work on an ad hoc basis for new and existing IT security systems and solutions.
Any other support and related duties, consistent with the work of the Department, assigned by the supervising officer(s).

**Qualifications**

- 
- **Formal Education & Certification**

1. Degree in Computer Science, Information Systems or related field and at least two (2) years' equivalent work experience.
2. One or more of the following certifications:

CompTIA Security+
GIAC Information Security Fundamentals
Microsoft Certified Systems Administrator: Security
Associate of $(ISC)^2$
CISSP or CISA(either would be an asset)

**Knowledge & Experience**

- Extensive experience with SolarWinds Network Monitoring Solutions, Next Generation perimeter Firewall and End-Point Solutions.
- Experience in End-Point Solutions

- Working technical knowledge of IT Security Policies and Framework
- Strong understanding of IP, TCP/IP, and other network administration protocols.
- Strong understanding of Windows Server 2016 and Higher, Windows 10 and Higher
- Familiarity with Swift Systems and Swift Customer Security Programme (CSP) Framework
- Familiarity with the National Payment Systems Security Controls would be an asset

**Personal Attributes**

- Proven analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Good written, oral, and interpersonal communication skills.
- Ability to conduct research into IT security issues and products as required.
- Ability to present ideas in business-friendly and user-friendly language.
- Highly self-motivated and directed.
- Keen attention to detail.
- Team-oriented and skilled in working within a collaborative environment.

**Interaction**

This individual will interact extensively with the ICT Infrastructure supervisors and other officers within the Information Services Department. He/she must be able to establish and maintain effective working relationships with those encountered during the course of the work; promote and maintain a team environment.

Interested persons should submit their job application and a detailed Curriculum Vitae to the Bank not later than
**WEDNESDAY, DECEMBER 11, 2024** and should be addressed to:

**THE GOVERNOR**
**BANK OF GUYANA,**
**P. O. BOX 1003,**
**1 CHURCH STREET & AVENUE OF THE REPUBLIC,**
**GEORGETOWN.**

We regret that responses will not be sent to applicants who do not satisfy the Minimum Qualification Requirements for this position.