

## JOB DESCRIPTION AND SPECIFICATION

### FIREARM LICENSING AUTHORITY

JOB TITLE	MANAGER, INFORMATION SYSTEMS AND SECURITY
JOB GRADE	MIS/ IT 6
SALARY RANGE	\$4,060,697.00 per annum
DIVISION	Kingston Headquarters

#### Job Purpose

- The Manager, Information Systems and Security is responsible for overseeing the security protocols for computers, computer networks, and databases for the organization.
- Ensure that security systems are in working order, and function as required to repel cyber-attacks and security breaches of the organization's information systems.
- The incumbent provides guidance for security teams, evaluates networks for security vulnerabilities, manages anti-virus and firewall systems, conducts computer patch management, intrusion detection, and data encryption.
- Execute strategies to improve the reliability of IT systems, implement and maintain organizational security policies and procedures, and advises the Director of Information Systems and Technology on the organization's cyber security status.

#### Key Outputs

- Confidentiality of data protected
- The integrity of data Preserved
- The availability of data for authorized use promote
- Risks proactively identified and viable mitigation steps proposed
- A proactive risk management culture cultivated
- "Best practice" threat management strategies and processes implemented to reduce threats

#### Key Responsibility Areas:

##### Technical/Professional Responsibilities

- Manages hardware and software installations and upgrades.

- Maintains information systems by planning, monitoring, and coordinating employees.
- Develops private intranet and public internet sites.
- Creates reports, programs, Basic Access Modules [BAMs], and Business Process Managements [BPM]s as well as add-on applications to perform small features on Enterprise Resource Planning (ERP) - system.
- Offers coaching, leadership, and training to manage staff performance.
- Maintains staff by recruiting, selecting, and training employees.
- Assesses information systems results by auditing their application and results.
- Participates in planning and designing technologies to meet the growing needs of the business.
- Safeguards assets by planning and implementing disaster recovery and back-up procedures and information security and control structures.
- Maintains safe and healthy working environment by ensuring that information systems staff complies with organizational policies.
- Policy Development
- Security Awareness
- Internal Risk Assessments
- Third-party Risk Assessments
- Risk Remediation Support
- Secure SDLC
- Record retention schedule management
- Threat protection & monitoring
- Malware detection
- Threat correlation & reporting
- Incident response
- Computer forensics
- Vulnerability management
- Application scanning
- Penetration testing
- Security training administration

### **Other Responsibility**

- Perform other related duties assigned from time to time by the Director, Information Systems and Technology.

### **Authority (decisions the post holder has the power to make or recommend)**

- Recommend systems design and programs.
- Take disciplinary action in accordance with Authority policies and procedures.
- Recommend staff appointments and dismissal.
- Recommend leave.
- Recommend staff training.

## Performance Standards

- Stipulated deadlines and quality standards are consistently met.
- Innovativeness is demonstrated in system design.
- System and data processing user requirements are met.
- The extent to which management information is readily available for decision making.
- Confidentiality, sensitivity and integrity are exercised in the execution of duties.
- Assignments, volume targets and deadlines are met.
- Confidentiality and integrity are exercised in the execution of duties.
- All requests for technical assistance are completed satisfactorily.
- Accurate reports are produced with agreed timeframe.

## Internal and External Contacts:

### Internal Contacts

Contact	Purpose of Communication
Divisional Heads and senior staff	To share information in respect of records and IT systems

### External Contacts

Contact	Purpose of Communication
Firearm Dealers	To discuss IT and Telephone related matters
Divisional Commanders in the Police Force and Firearm Clerks	Software related problems in respect of data for the renewal process
Cable & Wireless	To discuss IT and telephone related matters
International Ballistic Technology	Ballistic information
Private Security companies	Registration of security guards and security companies
Regulatory Authority	Sharing information
Inland Revenue Department	Sharing information
Police Forensic Laboratory	Sharing information
Ministry of National Security	Licensing and other relevant information

## Working Conditions:

Work is performed in a standard office environment and on occasions will required the incumbent to travel locally and to work beyond normal working hours.

## Required Skills/Competencies:

- Strong organizational and office technology skills
- Ability to work with mathematical concepts
- Comfortable managing and leading a team

- Proficient in IT systems terminology
- Advanced experience in data encryption
- Excellent analytical and problem-solving skills.
- Excellent knowledge of computer design and systems analysis.
- Good interpersonal skills.
- Excellent time management skills.
- Good communication skills (both oral and written).
- Understands Object Oriented concepts and consistently applies them in client engagements.
- Understands browser/client specific compatibility issues.
- Reports are complete, accurate and submitted on time.
- Maintain a secure network infrastructure.
- Resolve network related problem within established timeframe.
- When production network, production computers, etc. are available almost always.
- When troubleshooting and infrastructure issues are solved within the time specified.
- Performance appraisals are conducted, and recommendations made within the time agreed.
- Staff is competent and productive.

#### **Minimum Required Education and Experience**

- Bachelor's Degree in computer science or Applicable Experience/Certification
- Advanced background with Enterprise Resource Planning (ERP) systems