



# VACANCY NOTICE

## **Position: Senior Assistant Manager—Senior Security & Incident Response Officer** **(Information & Communications Technology Department)**

The National Insurance Board invites suitably qualified candidates to submit applications for the position of **Senior Assistant Manager (Senior Security & Incident Response Officer), Information and Communications Technology Department**.

### **Job Summary**

This individual will hold the role of Group Head II in the Security and Incident Response Section responsible for the strategic direction inclusive of the planning of projects and activities. This role will lead, manage the development, implementation and operationalization of a comprehensive information security framework for the IT Department and NIB. This role will also lead and manage security-related/ICT related incidents that result in either widespread disruption to the day-to-day operations within NIB or the smooth operation of production systems to support business transactions between NIB and its external customers (i.e. citizens and businesses). The SIR Group head will be the principal ICT Security Advisor and will assist the Deputy Director of IT in disaster management coordination.

### **Responsibilities**

1. Participate in the annual ICT work planning and budgeting process, the ICT master planning, and the ICT project monitoring processes.
2. Manage and oversee IT security policy development, implementation and review with IT best practices, established procedures and guidelines.
3. Manage and coordinate the development, review, maintenance of IT Security processes.
4. Lead and coordinate that remedial action plans to mitigate risk issues highlighted during the Internal Audit process.
5. Constantly and strategically, review emerging trends in cyber security and make recommendations to IT executive and senior management.
6. Lead and manage the SIR team in developing, implementing and maintaining ICT security policies, standards, and procedures in accordance with ISO27001.
7. Lead and manage the SIR team to develop, implement, maintain and operationalize an Incident Reporting and Response Plan to address the activities, timeline, and mobilization of resources to address security incident (breaches), major incident/disaster that results in widespread disruption until ICT services resume to normal.
8. Ensure that the Security and incident response section works with other key departments such as policy owners, auditors, data custodians, and legal (data protection) to develop and enhance ICT security policies, Standards, and procedures.
9. Meet with policy owners, SDG, and ITG to review ICT security policies, standards, and procedures to ensure buy-in from those sections.
10. Coordinate and manage work with policy owners and Internal Auditor to prepare an annual ICT security Audit Plan.
11. Manage activities related to ICT audit services (e.g. system penetration tests) by conducting quarterly vulnerability security scans on all NIB's public access websites and submitting the results to the policy owners and Deputy Director (Internal Audit).
12. Strategically monitor new industry trends and technologies to ensure that NIB's security posture remains current if not on the cutting edge.
13. Monitor occurrence of new security threat and cyberattack worldwide, escalate to senior management and the IT executive to conduct risk assessments and put in place risk mitigation actions to prevent or minimize the risk to NIB.
14. Meet with and coordinate activities with the Section head of the Application systems & delivery section to ensure that all security risks are considered throughout the entire Systems Development Life Cycle incorporating them into the design and solutions.
15. Manages the expense process of projects that fall within the scope of the Security and Incident response section.

### **Qualifications and Requirements**

- Bachelor's Degree in Computer Science, Information Systems or a related field from an accredited College or University, professional certifications is a plus.
- A minimum of five (5) years experience in the field, at least three (3) years managing IT projects and a minimum of five (5) years managerial/supervisory experience.
- Knowledge of ICT security subject matters, including computer viruses, networking, firewalls, IPS/IDS, encryption, passwords, operating system security, security tokens, directory services and Public Key Infrastructure (PKI).
- VMWare Certified Professional (VCP), Microsoft Certified Systems Engineer (MCSE).
- CISSP (Certified Information System Security Professional) would be a plus.
- A minimum of 3-5 years' experience working in a datacenter environment is required.
- Certification in one of the following areas would be preferred CISA, Certified Information System Auditor, CISM, and Certified Information Security Manager.
- Skills in using Microsoft Office productivity tools, including diagramming with Visio and Microsoft Project.
- Strong organizational skills and good interpersonal and communication skills.
- Experience liaising with Senior Managers and experience working with technical IT staff.

### **APPLICATION**

Interested staff may apply by submitting a cover letter with the subject **Senior Assistant Manager (Senior Security & Incident Response Officer), Information and Communications Technology** and resume, along with the necessary proof of qualifications marked **private and confidential** to:

**Assistant Manager, Recruitment  
Human Resources  
The National Insurance Board  
Clifford Darling Complex  
Nassau, Bahamas**  
Or via e-mail: [apply@nib-bahamas.com](mailto:apply@nib-bahamas.com)

Date Issued: February 1, 2024

Application Deadline: February 12, 2024