



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Security Standards Officer	
MINISTRY: Ministry of Finance & Treasury	
DIVISION: SIG ICT Services	DUTY STATION: SIG ICT Services, Lengakiki
POSITION NUMBER: 273-00028	MINISTRY VACANCY NUMBER:
POSITION LEVEL: L10/11	SALARY RANGE: \$67,578.21- \$81,348.88
THIS POSITION REPORTS TO: Director ICT	
POSITIONS SUPERVISED: NA	

SECTION B - SCOPE OF DUTIES

The Ministry of Finance and Treasury is mandated to facilitate the provision of sound advice on economic, financial, and fiscal policy; services include statistics, economic management, governance, financial reporting, revenue collection, border protection and ICT services across the public sector.

The SIG ICT Services (SIG ICTS) division within the Ministry of Finance & Treasury is mandated to deliver innovative, sustainable, and secure ICT solutions, in an environment that fosters talent and focus on standards, taking pride in the role of SIG ICT Services in enabling SIG to provide improved services to the public and private sectors.

The Security Standards Officer is responsible for the development and implementation of Standards across SIG ICT Services in what relates to cybersecurity. The Security Standards Officer will work with the Security team and all SIG ICT Services teams in order to develop and implement cybersecurity best practices ubiquitously across all work on ICT operations and ICT projects of Solomon Islands Government.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Develop and implement standards that support best practices for cybersecurity and information security across SIG ICT Services.
2. Design and review all existing business processes of SIG ICT Services to identify their impact on cyber and information security.
3. Develop approval and reporting mechanisms for each ICT team on what relates to information and cybersecurity.
4. Identify gaps in cybersecurity processes across the network (operations & development) of SIG ICT Services and report on those.
5. Develop security business processes, health reports for the Director ICT and other relevant government ministries and agencies.
6. Develop and Measure Security compliance performance metrics for all teams.
7. Communicate the value of security operations to Ministry Accountable Officers, Senior Government Officials, and other non-government key stakeholders.
8. Work with ICT Management to review, establish and review a security compliance framework (e.g., NIST, ISO27001, IEC27032).
9. Undertake any other duties as reasonably or directed by the Responsible Officer or Supervisor.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

1. Standards developed and implemented supporting best practice for cyber and information security.
2. On-going reviews, new and improved business processes for cyber and information security across the SIG network.
3. Cybersecurity approval and reporting mechanisms in place for each of the ICT teams.
4. Gaps analysis and recommendation reports completed for each ICT team.
5. Security business processes and information security health reports provided to the Director ICT and other relevant stakeholders.

6. Security compliance reports completed for all ICT teams.
7. Quantity and quality of communication on security operations with relevant stakeholders.
8. Quantity and quality of work completed with ICT Management reviewing a security compliance framework.
9. Other duties undertaken efficiently and timely.
10. 100% attendance and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and or Experience

- Tertiary Qualification in IT with previous cybersecurity or ICT Standards/Frameworks experience.

Desirable

- Undergraduate Qualifications in Information Technology with certifications in Cybersecurity.
- Understand the cybersecurity standards and framework like NIST Framework and ISO/IEC 27032.

Behavioural:

- Communication, Conflict resolution, resilience

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key criteria:

- KSC 1** Demonstrated ability to implement and coordinate information and cybersecurity standards and processes across a large organisation such as Solomon Islands Government.
- KSC 2** Demonstrated ability to develop and implement health and performance metrics for ICT teams and stakeholders.
- KSC 3** Previous experience writing reports on information and cybersecurity compliance issues and risks.
- KSC 4** Excellent written and verbal communication skills with demonstrated ability to translate technical specifications and concepts to layman terms.

KSC 5 Demonstrated strong ethical convictions, a commitment to quality service and ability to complete work in a high-pressure environment.

KSC 6 Outstanding work attendance record and a strong commitment to upholding Public Service Values and Code of Conduct.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$2,599.16 - \$3,023.64	Annual Salary: \$67,578.21 - \$81,348.88
Annual Leave entitlement: As per Public Service Policy	
Other Conditions of Service relevant to this position: <ul style="list-style-type: none">• Other <i>A Housing Allowance</i>• <i>B Other standard leave entitlements outlined in the General Orders for SIG Public Servants</i>	

SECTION H - APPROVAL (*Business use only*)

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:

.....
Permanent Secretary/Responsible Officer

25/.....
Date Approved

Additional Comments:

Approve