



RS FORM 2 - JOB DESCRIPTION

SECTION A - POSITION DETAILS

POSITION TITLE: Manager - Cyber Security	
MINISTRY: Ministry of Finance & Treasury	
DIVISION: SIG ICT Services	DUTY STATION: SIG ICT Services, Lengakiki
POSITION NUMBER: 273-10028	MINISTRY VACANCY NUMBER:
POSITION LEVEL: L12-L13	SALARY RANGE: \$ 83,475.79- \$ 91,069.87
THIS POSITION REPORTS TO: Director	
POSITIONS SUPERVISED: Security Standards officer, NOC Analyst, SOC Analyst	

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 Manager - Cyber Security will head the Security Operations Centre of SIG ICT Services. He or she will oversee the daily IT Security operations while actively monitoring emerging threats and security technologies. This post will work particularly in security monitoring, vulnerability management, investigation, reporting, incident response, and security-related enhancements. The Manager - Cyber Security will be developing and implementing IT Security framework as well as business processes and identifying critical security operations metrics and implementing necessary improvements to create solid security practices for Solomon Islands Government.

As a Senior Manager of ICT within SIG, the Manager - Cyber Security will mentor, guide and develop the skills of all ICT staff in SIG to build a professional ICT Service Delivery culture.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

1. Manage daily Security Operations Centre (SOC) and Network Operations Centre (NOC), focusing on vulnerability management, investigation, reporting and security monitoring, incident response and security-related enhancements.
2. Create and implement IT Security framework as well as business processes.
3. Identify critical security operations metrics and implement necessary improvements to create solid security practices.
4. Oversee daily IT Security operations while actively monitoring emerging threats and security technologies. Manage the escalation processes and review incident reports.
5. Develop and execute crisis communication plans to stakeholders.
6. Active engagement in the development, implementation and reporting of SIG ICT Services strategic and annual work plans and budgets.
7. Run compliance reports to support information and cybersecurity auditing processes.
8. Develop and Measure SOC and NOC performance metrics.
9. Communicate the value of security operations to business leaders.
10. Communicate and Influence stakeholders in order to secure funds for ICT development and Operations.
11. Manage all Cybersecurity team HR activities to ensure the unit staffs, leave, training and performance appraisals are completed to support work plans and goals.
12. Undertake any other duties as reasonably requested 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. Efficient management of SOC and NOC vulnerabilities, investigations, reporting and security monitoring, incident responses and security-related enhancements.
2. Regularly reviewed and updated IT Security frameworks and business processes established and implemented.

3. Critical security operations metrics and improvements to security practices implemented.
4. Efficient oversight of ICT security operations and monitoring of emerging threats.
5. Efficient management of the escalation of security threats and review processes of incident reports. Crisis communication plans established with stakeholders.
6. Quantity and quality of input into the development, implementation and reporting of SIG ICT Services strategic and annual work plans and budgets.
7. Compliance reports run efficiently supporting the auditing processes.
8. SOC and NOC performance metrics developed and implemented.
9. Quantity and quality of communication with business leaders improving cyber security awareness.
10. Quantity and quality of communication influencing stakeholders and securing funds for ICT developments and operations.
11. Cybersecurity team's HR activities are completed efficiently, leave and training plans, performance appraisals focusing on work plans and goals.
12. Other duties undertaken efficiently and timely.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications and or Experience

- Tertiary Qualification in IT with previous cybersecurity experience.
- 3 years' experience in similar role and/or 5 years of progressive experience in information technology.

Desirable

- Undergraduate Qualifications in Information Technology and/or Information Systems with Postgraduate qualifications in Cybersecurity.

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 lead a team of multi-skilled ICT professionals working in Cybersecurity, reporting, business processes improvement and crisis management.

KSC 2 Previous experience working in IT roles for a large organisation such as the Solomon Islands Government.

KSC 3 Demonstrated ability to communicate and influence stakeholders to secure funding and support.

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: \$ 3,210.61 - \$ 3,502.69	Annual Salary: \$83,475.79-\$ 91,069.87
Annual Leave entitlement: As per Public Service Policy	
Other Conditions of Service relevant to this position: <ul style="list-style-type: none">• Housing Allowance• Other standard leave entitlements outlined in the General Orders for SIG Public Servants	

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 (*Ag*)

14/09/23
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Date Approved

Additional Comments: