

# VACANCY NOTICE

REF: C01072024

<b>POSITION</b>	<b>IT EXECUTIVE (Information Security)</b>
<b>POSITION LEVEL</b>	<b>EXECUTIVE</b>
<b>LOCATION</b>	<b>KUCHING, SARAWAK</b>
<b>INDUSTRY</b>	<b>EDUCATION</b>
<b>TYPE</b>	<b>FULL TIME</b>
<b>REPORTS TO</b>	<b>Manager, IT</b>

## JOB SUMMARY

The position will be responsible for carrying duties involving various functions of Information Technology (IT) designated by the Manager, Information Technology - mainly to develop, deploy and support IT initiatives for the University, which include planning, governance, project management, security, technology review, processes improvement, issue management, technology presentation and training, risk management, incident management, infrastructure implementation and administration and any other activities across other sections of IT Unit as well as any other relevant tasks as assigned.

## KEY RESPONSIBILITIES

### 1. Technical Skills & Knowledge

- Establish a framework for risk management; which involves identifying particular events or circumstances (threats and opportunities), assessing them in terms of likelihood and magnitude of impact, determining a response strategy, and monitoring process.
- Perform analysis of technology risk metrics, then formulate and provide independent reporting on the University's technology and cyber risk posture.
- Lead and drive the establishment of IT security activities and initiatives as part of the University's IT Security programme; inclusive of security awareness, training and incident response.
- Develop and maintain appropriate security documentation for applications, infrastructure and systems.
- Manage and monitor Cybersecurity incidents, logs, alerts and events to ensure the cybersecurity risk is mitigated

### 2. Policy & Planning

- Assist and support the Manager and Assistant Manager, Information Technology to implement and to ensure compliance with all the policies relating to Information Technology.

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## 3. Resource Management

- Establish and maintain materials and equipment storage.
- Ensure system compatibility, maintenance of the University's Standard Operating Environment.

## 4. Vendor Relationship Management

- Specify items required and obtain quotations as necessary.
- Maintain good relationship with vendors

## 5. Reports

- Prepare reports and provide accurate information as and when required by the Management.

## 6. Occupational Health & Safety (OSH)

Assist management in ensuring compliance of all OHS legal and procedural requirements by various stakeholders, including through the following:

- Execute OHS requirements in respective work areas;
- Maintain cleanliness, good housekeeping and overall safe work environment; and
- Undertake immediate correction and improvement action on any noncompliance practices, and report all OHS related injuries, ill health or incidents to the OHS section.

## JOB REQUIREMENTS

- A Bachelor's degree in Computer Science or IT or a related discipline from a recognised institution with a minimum of three (3) years of relevant work experience or A Diploma in Computer Science or IT or a related discipline from a recognised institution with a minimum of five (5) years of relevant work experience.
- Possess at least one (1) relevant IT certification(s) with active status in either system, network, project management, information security, operations, or equivalent. (e.g; CCNA, ITIL, Security+, or equivalent)
- Experience in assisting or performing risk assessment or incident response and management.
- Familiar with current security technologies and keen interest in learning within security domain.
- Familiar with supporting and managing the Endpoint Detection and Responses (EDR/XDR), Email security gateway, Firewall, IPS,VPN,DLP,MFA, etc.

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## APPLICATION PROCESS

Interested candidates are invited send the documents below [career.unitalent@gmail.com](mailto:career.unitalent@gmail.com) or whatsapp to +6012-5227761.

- Updated CV
- Qualifications (Certificates & transcripts)
- A recent passport sized photo