SAVE THE CHILDREN INTERNATIONAL
ROLE PROFILE

TITLE: Information Security Analyst (Africa)

TEAM/PROGRAMME: IT: Information Security & Data Protection Team	**LOCATION:** Nairobi Tech Hub
GRADE: NAT 3	**CONTRACT LENGTH:** Permanent

CHILD SAFEGUARDING:

Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff.

ROLE PURPOSE:

To support and assist with the development of SCI's information security function. This role works alongside three other regional Information Security Analysts and the Data Protection team. **This role is based in in the Nairobi Tech Hub**

SCOPE OF ROLE:

Reports to: Director of Information Security & Data Protection (London)
Staff reporting to this post: None
Budget Responsibilities: None

KEY AREAS OF ACCOUNTABILITY :

- Support development, implementation and maintenance of information security policies, standards and processes to prevent, detect, analyse, and respond to information security incidents.
- Lead and contribute to the development, operations and maintenance of the information security incident management process, awareness trainings and campaigns, vulnerabilities management and penetration testing.
- Support risk-based implementation of security controls for protection of information systems, networks and applications.
- Support BAU IT security operations including Security Incident & Event Management (SIEM) processes, vulnerability assessments, and threat and incident management to mitigate risks.
- Proactively research and develop technical solutions/security tools to help mitigate security vulnerabilities and automate repeatable tasks.
- Collaborate with Global IT Ops, IT Shared Services and IT Architecture & Strategy teams to ensure systems, applications and networks are secure by design.
- Assist internal and external stakeholders including auditors, when required, with information security questionnaires, audits, reviews, investigations, etc.

BEHAVIOURS (Values in Practice)

Accountability:

- Holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values

- Holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

Ambition:

- Sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
- Widely shares their personal vision for Save the Children, engages and motivates others
- Future orientated, thinks strategically and on a global scale.

Collaboration:

- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to.

Creativity:

- Develops and encourages new and innovative solutions
- Willing to take disciplined risks.

Integrity:

- Honest, encourages openness and transparency; demonstrates highest levels of integrity

QUALIFICATIONS

Candidates will be evaluated primarily upon their ability to demonstrate the competencies required to be successful in the role, as described in key areas of accountability above. For reference, the typical work experience and educational background of candidates in this role are as follows:

Experience and skills

- Degree or diploma in Computer Science, Information Security, or a related qualification
- Minimum 3+ years working in information security or technical IT e.g systems administrator role.
- Experience working on information security and data protection requirements within a global organization or related, technical, IT experience
- Security related certification/s would be a plus.

- Experience of working with distributed IT infrastructure, networking and application environment.
- Capacity to build and maintain excellent relations and to work effectively in a multicultural and multi-ethnic environment respecting diversity.
- Strong personal, organisational and self-management skills.
- Strong communication skills, in English.
- Commitment to Save the Children mission and values.

Desirable

- Proficiency with at least one of the scripting language (e.g.: Perl, Python, PowerShell)
- Experience of 'field operations' and the IT Security-related issues associated with working in remote, inhospitable and insecure environments
- Strong understanding of/willingness to learn key trends in international and humanitarian development and how technology can and is being utilised to support these developments

Additional job responsibilities

The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience.

<table>
<tr><td colspan="2"><b>Equal Opportunities</b>
The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures.</td></tr>
<tr><td colspan="2"><b>Child Safeguarding:</b>
We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse.</td></tr>
<tr><td colspan="2"><b>Safeguarding our Staff:</b>
The post holder is required to carry out the duties in accordance with the SCI anti-harassment policy</td></tr>
<tr><td colspan="2"><b>Health and Safety</b>
The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures.</td></tr>
<tr><td><b>JD written by:</b> Gareth Packham</td><td><b>Date:</b> 06/09/23</td></tr>
<tr><td><b>JD agreed by:</b></td><td><b>Date:</b></td></tr>
<tr><td><b>Updated By:</b> Clifford Amoko</td><td><b>Date:</b> 09/09/23</td></tr>
<tr><td><b>Evaluated:</b> Clifford Amoko</td><td><b>Date:</b> 12/09/23</td></tr>
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