



Organization of
American States

EXTERNAL EMPLOYMENT OPPORTUNITY*
GENERAL SECRETARIAT OF THE
ORGANIZATION OF AMERICAN STATES

Title and grade: Information Security Officer – P04
Type of appointment: Long term: one year
Organizational unit: Department of Information and Technology Services
Duty station: Washington, D.C.
External Opportunity N° **EO/03/12**
Publication date: 01/24/12
Closing date: 02/14/12

BASIC SALARY:

Starting: US\$ 72,467.00 (net of taxes) with dependents
US\$ 67,483.00 (net of taxes) without dependents

POST ADJUSTMENT:

Starting: US\$ 32,175.00 (net of taxes) with dependents
US\$ 29,962.00 (net of taxes) without dependents

** “This announcement applies to an encumbered (filled/occupied) position. External Employment Opportunities are open to competition in accordance with the external recruitment process of the GS/OAS.”*

DUTIES AND RESPONSIBILITIES:

- Ensure that the GS/OAS information resources, systems and facilities are adequately protected against misuse, unauthorized access and utilization, accidental or voluntary destruction/damage; serve as an architect in developing a comprehensive and integrated information security strategy and policies; monitor the practices surrounding the security of organizational data;
- The areas of concentration encompass the following fields: security penetration research, information security diagnostic review, information security architecture and design, security software evaluation and selection, application security review, risk assessment, data classification, development of security related policies, procedures and standards, Internet security devices and network security.
- Formulate and develop comprehensive, integrated security architecture and related policies, monitor the practices surrounding the security of organizational data according to information security best practices.
- Direct information technology security risk assessments and compliance audits.
- Lead investigations of security breaches, privacy breaches, harassment cases and any other breaches of confidentiality related to information technology infrastructure and information. With

the assistance of appropriate security, telecommunications, information technology auditing and other pertinent personnel lead those investigations.

- Develop, communicate and enforce policies pertaining to the use of information resources such as digital information resources, security of wireless systems, remote access to the organization's network, and digital interaction with OAS offices away from headquarters, OAS's missions, partner organizations and local businesses.
- Direct and/or carry-out regular evaluations and audits to assure that security policies and standards are being complied with and recommend security related enhancements in such areas as personnel, communication networks, data access, and confidentiality.
- Ensure monitoring of OAS information technology infrastructure; identify new threats and vulnerabilities and recommends the use security solutions.
- Develop, implement and monitor information standards and guidelines, including testing paradigms;
- Develop tools and processes geared to help the areas to evaluate information systems and operations particular of the area to determine contingency requirements and priorities. Provide guidance to identify business practices that are dependent on computer and telecommunications systems and that in the event of an incident may severely affect the primary functions of the organization.
- Keep abreast of developments in the field and determine the need for testing and evaluating new products and technologies; provide leadership on introducing technological changes; prepare various technical reports.
- Perform other related duties as assigned, including replacing and backstopping for others.

QUALIFICATIONS:

EDUCATION & EXPERIENCE:

Essential: First University Degree (Bachelor's) in computer science, information systems, computer engineering issued by a duly accredited institution and 11 years of relevant experience at national and international level **OR** Advanced University Degree (Master's) in one of the fields listed above and 7 years of relevant experience **OR** Doctorate and 4 years of relevant experience.

Desirable: Professionally recognized technical training in information security, Information Technology Infrastructure Library (ITIL) best practices, Forensic Analysis certification, and other relevant areas of information technology. Experience or knowledge of the OAS mandates and priorities as related to the area of work and/or the dynamics of the Inter-American agenda and system.

COMPUTER SKILLS:

Extensive knowledge of computer networking technology, information security, project management, information analysis and design techniques. Thorough knowledge on Information Technology Infrastructure Library (ITIL) best practices. Comprehensive knowledge of computer hardware, software and networks required, including experience with network requirements analysis, design, installation, testing, training, management and maintenance. Extensive knowledge and demonstrated skills with Linux, especially in Kernel hardening, advanced kernel customizations, kernel extensions for single image clustering and adaptive firewalls. Thorough knowledge and demonstrated skill with operating systems including; Linux, Windows NT, OS X, Windows 2000 Server, Windows 2003 and DOS. Skills to evaluate and implement complex integrated information systems, and to apply information processing technology in support of other disciplines.

LANGUAGES:

Essential – Proficient Knowledge in Spanish and English (read, write and communicate).

Desirable – Basic Knowledge of French and/or Portuguese.

PERSONAL COMPETENCIES: Client Orientation, Knowledge Sharing, Teamwork, Interpersonal Skills, Managing and Coaching Staff, Strategic Planning, Encouraging Innovation, and Decision Making/Judgment. Ability to clearly communicate in the languages required for the post.

Please read the following carefully: [Guidelines for Applying for Employment with the Organization of American States and Application Form.](#)