



CAREER OPPORTUNITY

The Jamaica Information Service (JIS),
an Executive Agency, invites applications from suitably
qualified professionals for the following position:

IT Security Officer (Computer Services)

Basic Salary Range: \$5,198,035.00 - \$6,990,779.44 per annum

Job Scope

Reporting to the Manager, Computer Services, the IT Security Officer is responsible for the planning and implementation of enterprise IT system, business operation and facility defences against security breaches and vulnerability issues.

Core Functions

- Leads strategic security planning to achieve business goals by prioritising defence initiatives and coordinating the evaluation, deployment and management of current and future security technologies.
- Assists with the design and implementation of disaster recovery and business continuity plans, procedures, audit and enhancements.
- Acts as an advocate and primary liaison for the Agency's IT security vision via regular written and in-person communications with management, supervisors and end users.
- Develops and implements, in collaboration with the Computer Services Manager, an ongoing risk assessment programme targeting information security and privacy matters.
- Manages the administration of all computer security systems and their corresponding or associated software, including firewalls, intrusion detection systems, cryptography systems, and antivirus software.
- Promotes and oversees strategic security relationships between internal resources and external entities, including government, vendors and other stakeholders.

Qualifications and Experience

- A Bachelor's degree in Computer Science, Information Technology or related discipline with security/networking focus from a recognized tertiary institution.
- One or a combination of certification in GISF, CSEC, GISP, ITIL, COBIT, ISO-27000 would be an asset.
- At least three (3) years' experience in information security.
- Experience in developing and administering an information security programme.

Required Competencies

- Excellent communication, interpersonal and customer service skills.
- Excellent planning, organisational and time management skills.
- Excellent analytical skills.
- Good problem solving and critical thinking skills.
- Attention to detail.

***Applications along with résumés should be forwarded no later than
Friday, October 10, 2025 to:***

**The Director, Human Resource Management & Development
Jamaica Information Service
58a Half-Way Tree Road, Kingston 10
Email address: hrmanager@jis.gov.jm**

***We thank all applicants for their expressions of interest; however, only shortlisted
candidates will be contacted.***