



## ICT Senior Assistant (Cybersecurity Assistant)

<b>Job categories</b>	IT
<b>Vacancy code</b>	VA/2021/B5011/20944
<b>Level</b>	ICS-5
<b>Department/office</b>	NYSC, SDC, UN Technology Support Services
<b>Duty station</b>	Valencia, Spain
<b>Contract type</b>	Fixed Term
<b>Contract level</b>	G5
<b>Duration</b>	1 Year (renewable subject to funds availability and satisfactory performance)
<b>Application period</b>	05-Feb-2021 to 21-Feb-2021

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

### Background Information - Job-specific

The Department of Operational Support (DOS) is responsible for the delivery and maintenance of the Field Technology Sections' (FTS) infrastructure, systems and software applications in support of the operational requirements of Peacekeeping Missions, Special Political Missions, as well as Department of Peace Operations (DPO) and DOS at Headquarters.

This is a position in UNOPS to support the Technical Support Services for Operational planning and Cybersecurity with the aim to deliver a threat and incident management capacity and capabilities that will improve threat detection and implementation of timely and adequate responses to security incidents to globally distributed operational ICT environments faced with heightened threat and increased volume and level of

sophistication of targeted cyberattacks.

The incumbent of this position will be a UNOPS personnel and is under its full responsibility.

## Functional Responsibilities

Within delegated authority, the ICT Senior Assistant (Cybersecurity Assistant) will be responsible for the following duties:

- Participates and contributes to the Secretariat's global incident response team.
- Responds to information security incidents and provides assistance during the entire life cycle of the incidents. Analyses root causes of the security incidents and proposes preventive controls and mitigations.
- Coordinates escalation, response, and remediation efforts liaising with local IT focal points and operational teams to ensure timely resolution of security incidents and implementation of the required countermeasures.
- Contributes to and performs digital forensic analyses.
- Creates and improves incident response playbooks, processes, and procedures.
- Performs continuous monitoring and revision of security events.
- Analyses alerts and correlates events from multiple data sources and tools.
- Participates and contributes to threat hunting campaigns proactively searching for anomalies and evidence of compromise across the Secretariat.
- Assists in developing, tuning detection rules and aligning use cases with the business and organizational requirements.
- Contributes to the cyber threat intelligence program through the collection, correlation and analysis of events and threat information from various sources to identify artefacts and patterns of suspicious activities, and methods used by adversaries.
- Tracks and monitors threat actors relevant to the organization.
- Performs research of innovative and effective information security technology solutions, their configuration and integration into the organization's existing ICT landscape.
- Contributes to the maintenance of internal security tools and related infrastructure.
- Assists in the development and improvement of internal tools, integrations, and automation of processes.
- Contributes to the formulation of the policy and other supporting documents including procedures and guidelines.
- Provides expert advice on the security architecture and configuration of complex ICT solutions.
- Performs other duties as may be reasonably required and in line with the incumbent's scope of services above.

## Education/Experience/Language requirements

**\* FEMALE CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY**

**\* CANDIDATES WITH NO UNITED NATIONS OR UNOPS EXPERIENCE ARE STRONGLY ENCOURAGED TO APPLY**

### Education:

- High School/Secondary School Diploma is required;
- A first-level university degree (Bachelor's degree) with 1 year of relevant work experience may be accepted;
- A technical professional diploma in computer science, information security or related field may substitute for some of the required years of experience;
- Certifications in Information Security (such as certifications issued by organizations including ISC2, GIAC, ISACA, and Offensive Security) are an advantage.

### Experience:

### Required:

- A minimum of five years of experience in information security, network administration, information systems or cloud administration or related field;

### Desirable:

- Experience as a SOC analyst and/or demonstrable knowledge in SIEM products and technologies;
- Experience in Cyberthreat Intelligence, Incident Response and Threat Hunting;
- Experience in general-purpose scripting languages (e.g. Python, Bash, PowerShell, etc.).

### Language:

- English and French are the working languages of the United Nations Secretariat;
- For this position, fluency in English (read, write and speak) is required;
- Knowledge of another official UN language is an advantage.

## Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

## Contract type, level and duration

- Contract type: Staff
- Contract level: G5
- Contract duration: One year initially, renewable subject to satisfactory performance and funding availability'

For more details about United Nations staff contracts, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/UN-Staff-Contracts.aspx>  
(<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/UN-Staff-Contracts.aspx>)

## Additional Considerations

- Please note that the closing date is midnight Copenhagen time
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.

- Work life harmonization - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- For retainer contracts, you must complete a few Mandatory Courses (around 4 hours) in your own time, before providing services to UNOPS.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

*It is the policy of UNOPS to conduct background checks on all potential recruits/interns. Recruitment/internship in UNOPS is contingent on the results of such checks.*

## **Background Information - UNOPS**

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

### **Working with us**

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

### **Diversity**

With over 4,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

### **Work life harmonization**

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

## **Background Information - Sustainable Development Cluster**

Based in New York, the Sustainable Development Cluster (SDC) supports diverse partners with their peacebuilding, humanitarian and development operations.

The SDC's services include grants management, development and special initiatives support, and technology support to the UN and UN agencies.

The SDC is part of the New York Service Cluster that supports the United Nations Secretariat, as well as a broadening community of other New York-based United Nations organizations, bilateral and multilateral partners in the delivery of UNOPS mandate in project management, infrastructure management, and procurement management.

### DISCLAIMER

The screening of your application will be conducted based on the information in your profile. Before applying, we strongly suggest that you review your [UNOPS Jobs profile](https://jobs.unops.org/pages/User/CreateProfile.aspx) (<https://jobs.unops.org/pages/User/CreateProfile.aspx>) to ensure completeness, especially the education and experience sections.

### RELEVANT STORIES

- "Each place that I work in has so much history and culture to explore and I am lucky enough to enjoy it all, while helping improve the health of local communities"

#### **Nang Shri Seng Lao**

Unops Logistics Officer, Myanmar

- "UNOPS is a results-oriented organization – it therefore pushes me to perform at my best every day."

#### **Mariacarmen Colitti**

Senior Partnerships and Liaison Advisor

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