



CAREERS

Job Descriptions

- Cyber Security Business Analyst
- Cyber Security Project Coordinator
- Cyber Security Project Manager

Cyber Security Business Analyst

JOB DESCRIPTION

- Conduct project request assessments and gap/fit analysis to identify potential system development and/or modification needs
- Plan, schedule and monitor all project related tasks and milestones
- Perform detailed discovery and requirements gathering and documentation
- Write clear and well-structured business requirements/documents
- Develop workflow diagrams representing current and future state
- Conduct in-depth communication, interactions and discussions with stakeholders, project team and IT staff on suggestions for solutions and feasibility analyses
- Prepare and report on budget and forecasts related to projects and solutions
- Plan and monitor various project execution activities
- Conduct project status tracking and reporting
- Create test plans, establishing and monitoring quality, and facilitating the performance of User Acceptance Testing (UAT)
- Engage in developing and delivering training/testing as needed
- Monitor and report project related risks and issues
- Ensure that projects are on time, on budget and support the defined Scope of Work (SOW)
- Conduct post-implementation reviews
- Perform research as necessary for best practices related to project management and execution methods
- Actively be involved in identifying business process improvements and automation opportunities to support the agency's strategic goals
- Create reports, dashboards, and visualizations as necessary
- Work independently and/or within a team environment

DESIRABLE QUALIFICATIONS & CORE COMPETENCIES:

The ideal candidate will have four (4) or more years of experience in Project Management and Business Analysis in IT or Cyber Security. Possession of a bachelor's degree in a field related to Business Analysis, Business Administration, Computer Science or Finance can be used to substitute up to two (2) years of the required experience. In addition, the ideal candidate will possess extensive knowledge and experience in the following core competencies:

Technical Knowledge | Software Application Experience

- Knowledge of fundamental computer concepts, networks and communications, operating systems, relational databases, Internet, software programming concepts, customer relationship management and evaluating commercially available software solutions
- Understanding of a software development lifecycle
- Perform all aspects of typical business analysis activities
- Awareness and/or expertise in current technologies
- Technology related project implementation

Relationship Building | Interpersonal Skills

- Ability to communicate and coordinate project related activities with vendors
- Superior presentation and negotiation skills
- Ability to work closely with Information Technology and business stakeholders
- Ability to adapt and work effectively in fast-paced environments

Problem Solving | Analysis

- Demonstrates analytical, conceptual/critical thinking and problem-solving abilities
- Ability to identify and resolve challenging technical issues and problems through good judgment and decision making
- Identify opportunities for continued system improvements
- Ability to conduct complex professional/technical research and analysis to propose IT solutions for business problems

Oral and Written Communication Skills

- Ability to communicate/present technical information/materials to a wide variety of users of varying levels of expertise
- Ability to respond quickly, courteously, and proficiently to customer service requests.
- Presenting ideas and complex material clearly, concisely, logically and persuasively both orally and in writing
- Communicating on sensitive issues, demonstrating excellent judgment and diplomacy, which leads to successful outcomes
- Building and maintaining appropriate collaborative relationship with key stakeholders

Cyber Security Project Coordinator

JOB DESCRIPTION

The individual in this role equates to a Junior Project Manager to assist in task management for Cybersecurity functional teams with good communication and interpersonal skills, strong organizational and multi-tasking skills, and excellent analytical and problem-solving abilities.

- Experience developing key metrics reports, tracking projects, develop corrective action project plans as required.
- Experience leading and managing innovative teams of highly technical professionals in security, or a related field for the successful completion of projects.
- Collaborate with technical staff and business owners as a subject matter expert for the timely completion of project deliverables.
- Demonstrate clear and concise writing, and verbal skills to communicate complex issues and solutions in simple terms to all levels of the organization
- Preferred experience in managing IT Cybersecurity Projects
- Experience in Agile methodologies like Kanban to manage workload for functional teams.

REQUIRED SKILLS

- 3-5 Yrs. of Experience as a Project manager/ Coordinator.
- Previously worked with Infrastructure / Cloud / Cyber Security environments.
- PMP/Agile Certifications preferred.

Cyber Security Project Manager

JOB DESCRIPTION

This role supports the Information Security team and will lead the execution of IT delivery for security projects. We are looking for individuals who are experienced Program/Project Managers who have previous experience working with large, complex, multi-year Infrastructure and Security projects: Zero Trust Private Access / Internet Access, MicroSegmentation, EndPoint Security Refresh, Active Directory, Identity Access Management, Privilege Account Management (CyberArk). SOC-SEIM-SOAR, Cloud Security Posture Management, Data Center Migrations, Data Loss Prevention, Privacy & Risk Management.

Accountable for overall success of IT Security programs and projects included but not limited to status reporting and financial tracking and procurements.

- Work with various Business, IT, and 3rd Party vendors streams to clearly identify infrastructure, security, application and technical requirements
- Maintain IT's strategy and methodology while working with infrastructure SMEs on delivering short term and long-term solutions to Business requirements
- The ability to work in a fast paced, end-user focused environment while maintaining a deep level of understanding of the system architecture
- Maintain up-to-date role templates for various data and project requests
- Troubleshoot various application issues including Business process related concerns
- Coordinate and implement Projects globally through the entire lifecycle from Initiation, Planning, Execution, Monitoring & Control and Closure (including transition to operations).
- Track, monitor and coordinate resolution to risks and issues impacting project deliverables.
- Elevates risks and issues to the program level when appropriate
- Manage cross functional, multinational, multivendor teams for developing and troubleshooting solutions to business requirements
- Ensure project framework is documented to support BAU processes and successfully transitioned at project closure.
- Assures timely delivery of relevant information to the vendors
- Assures transparent cooperation between the vendors
- Responsible for Vendor Management and Contract Management of 3rd Party vendors
- Reports status to Leadership in both written and oral format

EXPERIENCE AND KNOWLEDGE

- Self-starter with high levels of drive, energy, resilience, and a desire for professional excellence
- Extensive direct experience of people management across large, complex teams - leading across geographically and culturally diverse locations
- Demonstrated understanding and influencing of business and IT strategy
- An ability to work effectively in a matrix organization is essential
- The ability to work in a management capacity and a deep level of understanding of the system architecture

SKILLS

- Deep and creative problem solving
- Strong leadership and high sense of accountability
- The ability to work in a management capacity and a deep level of understanding of technical infrastructure including Security, Hosting Services, Firewall, WAN, LAN, Citrix,
- Strong Financial administration and reporting skills
- Strong written and verbal communication skills
- Strong organizational skills

REQUIREMENTS

- Bachelor's Degree or higher in Computer Engineering, Computer Science or Information Technology
- 5+ years' project management experience
- Ability to coordinate meetings and discussions with remote teams spread across multiple locations
- Needs to have a solid understanding of Security, Hosting, and Networking,
- Application development experience is a plus.