



IDENTIFICATION

Department	Position Title	
Finance	Intern Junior Information Security Analyst	
Position Number	Community	Division/Region
15-15840	Yellowknife	Governance Planning and Security/HQ

PURPOSE OF THE POSITION

The Intern Junior Information Security Analyst assists with two core functions for the Government of the Northwest Territories. The first is the development and maintenance of information security policies, procedures, standards and guidelines for use throughout the GNWT. The second function is to apply those to the infrastructure and applications of the GNWT through a variety of means.

SCOPE

Located in Yellowknife the Intern Junior Information Security Analyst will work within the Governance Planning and Security (ISSS), reporting to the Manager of Information Security. As a corporate function, the scope of the Governance Planning and Security regarding information GNWT. The scope of duties includes assisting in the development of information security related policies, procedures, standards and guidelines which govern information management (IM), information systems (IS) and information technology (IT). This involves assisting in establishing a baseline of government information security, and consulting with departments to understand their business functions and interpret their appetite and tolerance for risk and translate that into an actionable desired future state.

The Intern Junior Information Security Analyst will not work directly hands on implementing security measures on the infrastructure or applications but will work closely with the departmental teams that have responsibility for maintaining these assets to ensure they understand the requirements which must be addressed, and to provide advice and guidance on implementation best practices to ensure the most effective implementation of information security measures and practices.

Compared to the Information Security Analyst position, the Intern Junior Information Security Analyst will be assigned to less complex tasks and less sensitive assignments. Guidance and review by the Information Security Analyst or the Manager of Information Security will be provided on a regular basis.

RESPONSIBILITIES

1. Under the direction of the Manager of Information Security:

- Assists in the operation of information security technologies including, but not limited to, Network Intrusion Prevention and Detection Systems, Enterprise Anti-Virus Systems, Enterprise Host Intrusion Prevention Systems, Firewalls, Patch Management Systems, End Point Encryption, Point Protection and Security Incident Management systems.
- Assists in security incident response action(s): coordinating remediation and recovery actions, disseminating information to stakeholders, and working with incident response consultants.
- Assists in the creation and enforcement of policies, procedures, standards and guidelines and associated plans for information security and access controls based on industry best practice and managerial direction.
- Assists departments in the creation and review of disaster recovery and business continuity plans dealing with loss of technology or departmental applications.
- Assists with security reviews, vulnerability assessments, penetration tests and risk assessments of infrastructure or particular systems. This may be done in coordination with and external professional security services firm or consultant.
- Assists in the delivery of information security training and awareness programs throughout the GNWT.

WORKING CONDITIONS

Physical Demands

Heavy lifting as well as crawling in awkward spaces are required as part of implementation and maintenance activities.

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual conditions

Mental Demands

The incumbent will be working in a technology environment and is seen as an expert on security by peers who have some security expertise as well. This calls for confidence, and the ability to diagnose security problems correctly the first time. This may lead to stressful

situations for those who have not experienced consulting as an expert in the field. Security incidents that could occur may also cause intermittent high stress situations.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of systems security administration, as well as information security practices and procedures.
- Knowledge of firewalls, intrusion prevention and detection systems, enterprise anti-virus software, and enterprise patch management systems.
- Knowledge of information security best practices as it relates to development of custom software applications.
- Familiarity with systems development life cycles (SDLC) and the integration of information security best practices within a SDLC.
- Understanding of common protocols such as TCP/IP, SNMP, HTTP, Radius and broad understanding of cryptography technologies/protocols including Kerberos, PKI, and AES/DES.
- Progress towards achieving industry certifications (i.e. CISSP, CISA, CISM, SANS, etc).
- Knowledge of information security and privacy legislation in a Canadian context.
- Analytical and problem solving abilities
- Ability to conduct research into security issues and products, as required.
- Excellent interpersonal, communication and organizational skills. Excellent attention to detail.
- Ability to negotiate, persuade and find compromise between stakeholders.
- Ability to develop oneself professionally to meet the growing security needs of the GNWT.
- Ability to remain calm and focused during difficult situations.

Typically, the above qualifications would be attained by:

Completion of a college diploma in a related Engineering, Computer Science, Information Systems or Information Management program.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

French preferred

Indigenous language: Select language

Required

Preferred