JOB DESCRIPTION

Job title: Information Security Consultant

Employment category: Consultancy **Reporting to**: DRC Information Management Manager **Subordinates:** N/A	**Unit/department:** Information Management **Location:** Beirut **Authorization level:** N/A

Overall purpose of the role: The Information Security Consultant is responsible for assessing, analysing and ensuring proper management and protection of beneficiary data processed in DRC Lebanon through DRC's Information Management Systems ALPHA and the Referral Information Management System "RIMS" in adherence to humanitarian and protection principles. Alpha and RIMS are both online systems hosted on the cloud. RIMS is being used by 24 organizations to manage and track internal and external referrals within and across sectors.

Responsibilities: (in bullet points)

- In consultation with Programme Managers develops a Data Protection Policy applicable for both Alpha and RIMS including security of personal data, and sharing data with partners;
- Assesses the current server hosting plan, data storage and management of servers;
- Assesses the functionalities and features of Alpha and RIMS related to data security driven from global systems such as CPIMS+ and GBVIMS+
- Tests security vulnerabilities within Alpha and RIMS and recommends good practices to keep IM Systems secure;
- Performs "penetration testing" on Alpha and RIMS to expose system's shortcomings and flaws, and use the results to improve security and prepare for outside attacks.
- Provides DRC's Lebanon IM Team with tools to test security vulnerabilities and create procedures in case a data breach is detected;
- Create data security checklist to gauge if essential practices are in place in programme(s) on how processing to process data and information in secure manner;
- Create backup and recovery plans for online systems and databases;
- Other duties as agreed with the Information Management Manger in line with objectives above and weekly work plans;

Experience and technical competencies: (include years of experience)

- 3-4 years of experience in Information Security;
- Advanced understanding of computers and software as well as programming and other technologies;
- Knowledge of CPIMS+ and GBVIMS+;
- Experience in online hosting services on the cloud (Azure, Amazon...);
- Experience in performance tuning and index maintenance to meet/support needs of in-house development team;
- Experience in relational database management systems, preferably PostgreSQL;
- Experience in configuring Linux servers and web servers such as Apache2 and Tomcat;
- Knowledge of fault detection and resolution processes;
- Ability to communicate effectively with a variety of stakeholders including technical/non-technical audiences;
- Experience in humanitarian/development data management needs essential;

Education: (include certificates, licenses etc.)

- Technical degree (or equivalent experience) in computer science, information technology, computer engineering, or other relevant field.

Languages: (indicate fluency level)

- Arabic – Advance fluency level
- English – Advance Fluency level

Key stakeholders: (internal and external)

- Information Management Unit
- IT Officer
- Sector Managers
- RIMS Team

Core competencies	Basic	Advanced	Expert
Striving for excellence	☒	☐	☐
Collaborating	☐	☒	☐
Taking the lead	☐	☒	☐
Communicating	☒	☐	☐
Demonstrating integrity	☒	☐	☐

Find the definition of DRC's Core competencies here

Last updated: (date and name)
24/04/2019 Omar Alhussein

- **Basic**: I master the essentials, but may at times need help from others
- **Advanced**: I can work independently at full professional level.
- **Expert**: I am the go-to person when others need help.