Job Posting - IT Security Analyst

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than $250 millions in aid and transformed countless lives in more than 40 countries.

We are seeking a skilled IT Security Analyst to join our dynamic and growing IT team. The ideal candidate will be responsible for protecting our organization's information systems, data and networks from various IT security and cyber threats. This role involves monitoring, analyzing, and responding to security incidents, as well as implementing and maintaining security measures to safeguard sensitive data and technology systems. The IT Security Analyst will work closely with other IT professionals and departments to ensure a robust security posture across the organization.

Position Title: IT Security Analyst
Reporting To: Global Senior Data Services & IT Manager
Location: Remote / Hybrid
Terms: Permanent full time - 37.5 hours per week
Deadline to Apply: Ongoing until the position is filled

Key Duties and Responsibilities

- Implement and maintain security measures for hybrid IT infrastructure including Office 353, Google Workspace, remote computers users, applications and hybrid storage solutions (NAS, NZF, RAID).
- Conduct and document regular security assessments and audits of HCI's tech stacks/ systems to identify vulnerabilities and perform risk analysis.
- Document, Implement and manage endpoint security solutions, including antivirus, endpoint detection and response (EDR), and mobile device management (MDM) systems, data backup.
- Configure and manage email security solutions, including anti-phishing, anti-spam, and email encryption technologies.
- Develop, document and enforce IT security policies and procedures to protect against advanced threats, malware, data loss etc.
- Analyze email security logs and investigate potential threats.
- Collaborate with IT teams to integrate security best practices into the development and deployment of cloud-based applications and services.
- Respond promptly to all security incidents and provide thorough post-event analysis.
- Based on the security assessment, continuously update and maintain the risk register.

- Collaborate with other departments to ensure implementation and monitoring of HCI security measures/practices.
- Develop and maintain documentation related to security configurations, processes, and procedures.
- Stay up-to-date with current technologies, threats, and industry best practices.
- Conduct security awareness training and education for staff members such as email security, social engineering and anti phishing.

Qualifications, Skills and Experience

- Bachelor's degree in Computer Science, Information Technology, Cybersecurity, or a related field, or equivalent experience.
- Proven experience in general IT security, networks security and cybersecurity roles with a focus on cloud security, endpoint security, data security and email security management.
- Proven experience in deploying and managing endpoint security solutions.
- Working knowledge and Understanding of cloud security principles (AWS, Azure, GCP etc)
- Computer skills with proficiency in spreadsheets (Excel) is required
- Ability to decipher technical information
- Excellent communication skills (written and spoken)
- Excellent attention to detail

Our Offer

- Salary is competitive/commensurate with experience and other qualifications, with annual incentive potential
- Comprehensive benefits package that covers medical, vision, dental, wellness and other benefits
- Company investment in Registered Retirement Savings Plan
- Paid Sick Days, Vacations and Family Days accrued annually
- Employee awards and recognition opportunities
- Company investment in your career growth and leadership development

Travel, evening and weekend work may be expected.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading "IT Security Analyst".

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.