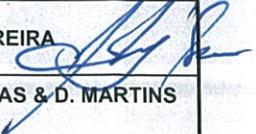


	ASSISTANT	PD CODE: ANPM/PD/CS/IT/007 APPROVED: F. FERREIRA  CHECKED: R. FREITAS & D. MARTINS
	POSITION DESCRIPTION	ORIGINATOR: L. FATIMA ISSUE DATE: July 2021 REVISION NO: 0
Position Title : IT Information System & Network Security Assistant Location and Department : Dili, Information Technology & Communication Reporting Relationships : IT Information System & Network Security Officer Positions line reporting to : Refer to Organisation Chart No: ANPM		

1. ROLE SUMMARY

The Autoridade Nacional do Petróleo e Minerais (ANPM) is a Timor-Leste's body responsible for managing and regulating petroleum and mineral activities in the Timor-Leste's Exclusive Jurisdiction Areas and in the Greater Sunrise Special Regime in accordance with the Decree Law on the establishment of the ANPM, the Timor-Leste Petroleum Activities Law, and the Maritime Boundary Treaty (MBT). The ANPM is to establish and supervise compliance with the enacted rules and regulation covering the exploration, development, production, transportation and distribution of petroleum natural gas resources and mineral. With the entry into force of Maritime Boundary Treaty, the ANPM is also tasked to facilitate the implementation of Bayu-Undan special regime on Migration and Labour in coordination with relevant ministries and government agencies to control visa processes and Bayu-Undan personnel movement as well as other clearances related to Bayu-Undan activities.

2. KEY OBJECTIVES

- 2.1 Act as an Information System & Network Security Assistant under IT Department to assist in managing ANPM business information systems and network security;
- 2.2 Assist in Providing the information system security planning relating to the assessment of ANPM IT infrastructure and information system for the vulnerabilities and threat identification and recommendation for mitigation;
- 2.3 Assist in Providing comprehensive IT security solution relating to the network security to improve and strengthen ANPM IT infrastructure to protect the ANPM information and data;
- 2.4 Assist in Providing support for IT Department to establish and enforce the ISMS policies implementation according to the ISO 27001 standard to protect ANPM IT infrastructure, network and data.

3. PRINCIPAL ACCOUNTABILITIES

- 3.1 Assisting in Performing the regular assessment of ANPM IT infrastructure and information system to identify vulnerabilities and threats that could expose the infrastructure to a security breach;
- 3.2 Assist IT Information system network officer and IT manager to establish and enforce the ISMS policies and procedures implementation;
- 3.3 Assist in Performing annual internal penetration testing to assess the ANPM IT Infrastructure to identify the vulnerabilities and propose the recommendation for the mitigation and improvement;
- 3.4 Assist Internal Auditor to perform the regular internal audit program of ISO 27001 and ISO 9001;

- 3.5 Assist in Performing regular Risk Assessments to ANPM Information System and Infrastructure including Risk Treatment and Corrective Action Plan;
- 3.6 Keep update ANPM IT Security strategies to IT Infrastructure with Cybersecurity threats;
- 3.7 Customer Service Standard:
- Promote ISMS Policy and Procedures to ANPM staff.
 - Provide IT service and support to ANPM staff pleasantly and ethically when required.
 - Maintain the highest ethical standards and confidentiality in dealing with ANPM staff and the IT team.
- 3.8 Assisting in providing database administration to ensure data confidentiality, availability, and integrity for ANPM business databases such as Microsoft SQL Server, MySQL, and Lotus Notes Application including data modelling, capacity management, performance tuning, and backup plan;
- 3.9 Coordinate with other IT officers to provide IT operational support:
- Assist in Administer ANPM Firewall, IDS/IPS System, Anti-Virus, Anti-Malware, proxy, and software to protect ANPM IT infrastructure
 - Assist in performing regular security monitoring to identify any possible interruptions and problems in ANPM IT infrastructure and system that could expose infrastructure to the security breach.
 - Assist in Investigating and resolve any IT security issue or incident events with other IT staff and report to the IT Information system network security officer with recommending corrective action.
 - Coordinate with others IT staff to provide support relating to the ISMS implementation.
 - Assist IT Helpdesk Administrator Officer and IT Helpdesk Assistant in general IT issues reported by end-users.

- 3.10 Assisting in filling IT information system security document;
- 3.11 Liaise with ANPM IT consultants and suppliers based on the service level agreement relating to escalating IT requests and IT service consultancy for outsourced applications;
- 3.12 Any other related duties or tasks as directed by supervisor and/or senior management.

4. QUALIFICATIONS, SKILLS, EXPERIENCE AND PERSONAL ATTRIBUTES

4.1. Essential

- 4.1.1 Diploma or tertiary qualification in IT, Information System, Network administrator, Computer Science or equivalent;
- 4.1.2 Have experience with minimum 1-3 years in Windows and Linux Operating system;
- 4.1.3 Have experience in networking including corporate LAN, WAN, switching, and routing.
- 4.1.4 Timor-Leste National
- 4.1.5 Have basic skills in IT security solutions technology including firewall solution, intrusion detection system, and proxy implementation.
- 4.1.6 Have basic knowledge of Server Virtualizations such as VMware and Microsoft Hyper-V.
- 4.1.7 Have basic knowledge of Desktop and Application Virtualizations such as Citrix.
- 4.1.8 Have the technical problem-solving ability, troubleshooting, and knowledge of approaches, tools, and techniques for the software application.
- 4.1.9 Fluent in English
- 4.1.10 A high degree of self-motivation to perform the job, managing multiple tasks, and able to set priorities.
- 4.1.11 Willing to work under pressure.

4.2 Desirable

- 4.2.1 Have basic knowledge in Database Administration and Information System Management.
- 4.2.2 Good interpersonal skills.
- 4.2.3 Ability to work and communicate effectively team and contributing to multi-disciplinary and multi-cultural teams
- 4.2.4 Strong team players - able to work with the team as well as independently;
- 4.2.5 Portuguese language skills