Position Details

Position Title: IT Security Specialist  
Division: Operations and Planning  
Department: IT Services  
Campus Location: Based in HCM City but may be required to work at other campuses of RMIT Vietnam.  
Job Grade / Classification: PSV06  
Time Fraction: full-time: 1.0 (40 hours per week)

RMIT University

RMIT is a global university of technology and design, focused on creating solutions that transform the future for the benefit of people and their environments. We are global in attitude, action and presence; urban in orientation and creativity; and connected through active partnerships with professions, industries and organisations.

RMIT University enjoys an international reputation for excellence in professional and practical educational programs and high quality outcome-oriented research.

One of Australia’s original educational institutions founded in 1887, RMIT is now the nation’s largest tertiary institution. The University offers an extensive range of postgraduate, undergraduate and vocational programs.

RMIT has three Melbourne campuses – in the central business district and in Brunswick and Bundoora in the city’s northern suburbs – and campuses in Hanoi and Ho Chi Minh City in Vietnam. With significant partnerships in Hong Kong, China, Malaysia and Singapore, RMIT has a strong educational presence in the Asia-Pacific region. The University’s total student population of 74,000 includes 30,000 international students (onshore and offshore).

RMIT is a leader in technology, design, global business, communication, global communities, health solutions and urban sustainable futures, and is ranked in the top 100 universities in the world for engineering and technology in the 2010 QS World University Rankings. www.rmit.edu.au

RMIT Vietnam

RMIT International University Vietnam is a campus of RMIT University. RMIT Vietnam is creating an innovative research, teaching and learning culture. It is committed to providing internationally recognised high-quality education and professional training for its students, clients and members of the community.

As an internationally recognised Australian university based in Asia, RMIT Vietnam assists in the development of human resources in Vietnam and the region by providing opportunities for students from around the world to belong to an international educational community that supports them to achieve their potential in an increasingly globalised world.

Degrees are awarded by RMIT University in Australia, allowing Vietnamese students to receive an overseas education without having to leave home. RMIT Vietnam is also host to students from Australia and many other countries. All degree programs are recognised by the Vietnamese Ministry of Education and Training (MOET) and are subject to regulation by the Australian Tertiary Education Quality and Standards Agency. RMIT Vietnam is an English speaking university and all teaching is in English.

www.rmit.edu.vn

Position Summary

The position is responsible for the management of the security architecture as well as provides technical support and advice on a wide variety of information security responsibilities, issues and problems. These include Audit, Incident Response, Vulnerability Management, Risk Management, and Documentation. As well as being a Subject Matter Expert in these and other areas related to Information Security the person in this position is required to perform forensic investigations as may be needed by and at the direction of the Management Team. Lead and/or work on teams and task forces to assist with the improvement of security of information systems, processes and
procedures as well as to ensure compliance with all established policies, standard and regulations relevant to RMIT Vietnam.

**Reporting Lines**

Reports operationally to: Operations Manager

Reports functionally (where applicable) to:

List by title positions which report directly to this position: None

**Organisational Accountabilities**

RMIT Vietnam is committed to the health, safety and wellbeing of its staff members. RMIT Vietnam and its staff members must comply with a range of Vietnamese legal and regulatory requirements, including foreign investment & business, import & export, contracts & commerce, banking, finance & foreign exchange, labour, taxation, land & premises, environment, and immigration. RMIT Vietnam expects all staff members to comply with its Code of Conduct, policies and procedures, which relate to legal and regulatory requirements and our ways of working.

**Key Accountabilities**

1. In charge of the overall security architect of the IT infrastructure and applications at RMIT Vietnam by establishing, reviewing and updating security standards, processes and procedures;
2. Ensure the enforcement of security standards, processes and procedures by continuously monitoring for vulnerabilities, periodic audit and identifying abnormality throughout the infrastructure;
3. Lead and/or work on teams and task forces to assist with the improvement of security of information systems, processes and procedures as well as to ensure compliance with all established policies, standard and regulations relevant to RMIT Vietnam.
4. Lead, coordinate and/or drive remediation activities with other teams in order to correct deficiencies or reduce to an acceptable level via compensating controls any risk that may identified as a result of an audit or vulnerability monitor;
5. Assess all infrastructure components, applications developed in-house or purchased from vendors as well as those services obtained from third parties to ensure they include adequate controls; propose enhancement the security on these systems and plan and execute the implementation of such enhancement on infrastructure and application if appropriate;
6. Design, implement and operate security management systems such as vulnerability scanning or security log management to enhance the overall management of IT Security on the IT infrastructure;
7. Establish, review and update the corporate incident response documentation, process and procedures to ensure continuous improvement;

**Key Selection Criteria**

**A: Qualifications and Pre-requisites**

**Mandatory**

1. A tertiary qualification in an IT related discipline
2. Recent CEH or Security+ or equivalent practice experience

**Preferred**

1. Recent training, practise certificate in ISO 27001

**B: Employment/Professional Experience**

**Mandatory**

1. At least 3 years experiences working in Information Security position, including development, implementation, communication, monitoring and maintenance of information security policies and procedures;
2. Demonstrated experience in exercising industry information security standard for educational organization such as RMIT Vietnam;
3. Demonstrated extensive experience in hardening security for variety of OS platform such as Windows, Linux and various network devices;

4. Demonstrated experience in conducting investigation for security incident such as security log analysing across the network and various OS platform;

5. Demonstrated experience in using various security tool such as host and service security scan, network packet analyser and log management system;

6. Demonstrated good understanding of wide range of IT infrastructure components, from firewalls and intrusion detection systems to network and network protocols to variety of PC platform such as Windows and Linux and understand of their security capacity;

7. Knowledge of programming or scripting languages such as C, Java, Perl to develop automation tool for security analysing and reporting.

**Preferred**

1. Experience in managing firewall such as Checkpoint and Palo Alto
2. Experience working with log management system such as ArcSight or Splunk

**C: Competencies - skills, knowledge, abilities**

**Essential**

1. For all staff, appointment is subject to satisfying the English language standards relevant to the position.
2. Sound conceptual and analytical skills, and judgment.
3. Proven capacity to work under stress to adapt quickly in a rapidly changing environment.
4. Able to work individually with minimum supervision and in a small team environment.

**Desirable**

1. Well-developed interpersonal skills, including negotiation and liaison skills.
2. Sound report writing skills.

**Note:**
For foreign staff, appointment to this position is subject to the ability to obtain a Vietnamese work permit. For all staff, appointment is subject to satisfying the English language standards relevant to the position.

This position description is current as at the date of approval. It may change from time to time to reflect operational needs and changes to organisational reporting relationships.

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<tbody>
<tr>
<td>Name: Hoang Nguyen Minh</td>
<td>Name: Stephane Masse</td>
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<td>Title: Operations Manager, ITS</td>
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