

DATE POSTED: March 18, 2019
CLOSING DATE: April 5, 2019 – 5:00 P.M.

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Job Announcement

The following two (2) full-time positions are available in our organization. Interested applicants who meet the Minimum Qualification Requirements must submit an Employment Application form to the Human Resource Office no later than the posted closing date above.

JOB TITLE: IP NETWORK AND SECURITY ADMINISTRATOR
DEPARTMENT: IP OPERATIONS
LOCATION: GUAM
SALARY LEVEL: 5
STARTING SALARY: \$43,014.00 (negotiable based on experience)
FLSA STATUS: EXEMPT
JOB POSTING #: #6822/#G-27-2019-03

Job Summary:

Responsibilities include writing security policies and guidelines, securing edge networks, internal and public network; administration and management of Juniper and Cisco routers and switches, Cisco and Juniper firewalls, IPS/IDS, Arbor appliance, and other network devices. The IP Network and Security Administrator will perform internal audit on IP Network systems, computers networks including Desktop, Servers, Metaswitch, and other Network systems. The audit findings will be reviewed with Security Director, IP Operations, IT, and Switching Administrators for further assessments and agree on timeline and resolutions.

Essential Duties and Responsibilities:

The Employee will:

1. Know and uphold the established IT&E Mission, policies and procedures, IT&E and Department objectives, quality assurance and safety programs and standards.
2. Conduct bi-annual penetration testing on internal and external IP network, IT related systems (Desktop, Servers, Access-Points) using Nessus and other security related tools. The individual will work with the appropriate department for further assessment and apply necessary vulnerability hot fixes and patches.

3. Write and update internal policy relating to Network Security. The individual will work with IT Administrators on updating policy relating to Computer and Enterprise systems such as Desktop, Servers, Access-Points, Controllers, Billing systems.
4. Review and analyzes security logs and policy violations on logging servers and security appliances such as (Firewalls, Arbor, IPS). The individual will report and police policy violations.
5. Implement security policies on Routers, Switches, Firewalls and VPN appliance. Ensure that system has all the baseline security policies implemented.
6. Ensure that IT&E IP Network and IT Systems are in compliance with NSA security standards.
7. Administer Routers, Switches and Firewalls for both Corporate and Public network. Ensure that systems has required software and patches.
8. Cross-train other engineering and technical staff in various aspects of this position to prepare them to fill in as needed and for possible succession.
9. Keep engineering records up-to-date.
10. Assist other engineers and in their areas of responsibility, as needed.
11. Perform other related duties or tasks as assigned or required.

Minimum Qualification Requirements:

Education: Bachelor's degree from an accredited college or university in computer science, network engineering or related fields.

Work Experience: Three years or more years of computer networking or relevant experience.

Licensure/Certification/Professional Association:

- Network+, Security+, CISSP preferred

Special Knowledge, Skills and Abilities:

1. Knowledge of:
 - a. Cisco/Juniper Routing and Switching
 - b. IP Network security, Nessus, Arbor Security appliance
 - c. Familiarity with Centos and other UNIX variants
 - d. Strong knowledge on Microsoft Servers and other Microsoft variants
2. Skills in:
 - a. Preparing complex and technical written reports and analysis
 - b. Preparing complex Security policies relating to IP and IT systems
 - c. Troubleshooting IP Network
 - d. Research of new vulnerabilities and its impact to IT&E system

3. Ability to:

- a. Communicate clearly, concisely and accurately with all levels of staff and customers, both verbally and in writing
- b. Analyze, understand and interpret work situations, technical documents, reports and results.
- c. Perform in a self-directed, hard-working, creative and forward thinking manner.

As an Equal Opportunity/Affirmative Action Employer, we afford equal opportunity to all applicants and employees for hire and promotion without regard to race, color, national origin, gender, age, marital status, religion, veteran status, gender identity, sexual orientation, pregnancy, disability or genetic information.

IT&E is a Drug Free Workplace



NOTICE TO ALL APPLICANTS APPLYING FOR JOBS AT IT&E

All applicants are required to submit the following documents before being considered for a position at IT&E:

- **IT&E JOB APPLICATION**
- **AUTHORIZATION TO RELEASE LETTER**
- **VOLUNTARY SELF-IDENTIFICATION OF DISABILITY**
- **VOLUNTARY SELF-IDENTIFICATION DISCLOSURE FORM**

For the self-identification forms, applicants have the option of self-identifying; however, if they choose not to self-identify, they are required to indicate that they do not wish to self-identify and then submit the forms. Please read the self-identification forms for why you are being asked to submit them.

No applicant will be considered if we do not receive all required documents.

Applicants may attach a copy of their résumé to the completed IT&E application.

Please do not include a picture of yourself or personal information that is not relevant to the position, such as: race, nationality, age, weight, height, religion, political affiliation, gender, marital status and any other personal information that is not relevant to the position applying for.

Thank you for considering IT&E as a place of employment.

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