

## **TERMS OF REFERENCE (Engineer, Cyber Security)**

**1. Position: Engineer, Cyber Security**

**2. No. of Slot: 1**

**3. Placement: Thimphu**

**4. Major Responsibilities:**

- Ensure installation (new and re-installations) and service set-ups of servers.
- Ensure maintenance, management and monitoring of Domain Name Servers(ccTLD), Web hosting and Email servers.
- Securing and handling security incidents and other security aspects for DNS, Web and Email servers.
- Ensures timely updates, patches, and downgrades (if necessary) of Firmware, OS, and software.
- Ensure service provisioning (domains/web/database/email).
- Ensures backing up configuration and data.
- Patching bugs on the Operating System and running/installed software.
- Being aware of the current and emerging threats and preventing incidents.
- Ensuring that user behavior adheres to the IT policies and procedures of the company.
- Customer support related to domain, web and emails.
- Managing & maintaining Ganeti clusters for virtualization and redundancy.
- Oversee the service provisioning such as domains, web, email, etc.
- Proactively monitor performance and ensure highest levels of infrastructure and systems availability and reliability;
- Implement and maintain security, backup and redundancy strategies;
- Perform disaster recovery operations when required;
- Recommend the tools that are needed for the position.
- Develop and propose to the manager the best possible implementation strategy.
- Use of various open software tools for improving efficiency.
- Deploy open source SIEM tools to manage security incidents of the company.

**5. Qualification & Education**

- Minimum requirement: Bachelor's degree in relevant fields (B.Sc IT, BIT, B.Sc Computer Science).
- the capacity to comprehend and assimilate new technology, as well as a motivation in lifelong learning.
- Has the ability to make decisions under pressure while working in a team;
- Good understanding of network and systems security;
- High integrity, drive for excellence and good interpersonal skills;
- Result orientation and ability to work autonomously;
- Ability to work in a team;

**6. Remuneration:**

- Grade/ Cadre: A1
- Pay Scale: 27,300-685-41,000
- Allowance: Corporate Allowance 20%
  - (Or)
- Grade/Cadre: A2
- Pay Scale: 30,985 – 775 – 46,485
- Allowance: Corporate Allowance 20%