



# VACANCY

## Data Security Specialist

### JOB SPECIFICATION:

<b>Job Title:</b> Data Security Specialist	<b>Job Category:</b> Technical Supervision – Specialist II
<b>Organizational Level:</b> Level Seven, Specialist II	<b>Reports To:</b> Database Administrator
<b>Remuneration:</b> Minimum Annual Salary = \$34,241.00	<b>Employment Status:</b> Permanent
<b>Duty Station:</b> Information and Communications Technology Services, SSB Headquarters, Belmopan	

### MINIMUM REQUIREMENTS:

Applicants must demonstrate the following combination of minimum academic qualification, experience, performance rating, core, functional and technical competencies, and other knowledge and skills for the role:

<b>QUALIFICATION AND EXPERIENCE:</b>	<ol style="list-style-type: none"> <li>Bachelor’s Degree in Information Technology, Database Management or other closely related academic discipline, with two (2) years’ experience which includes:               <ol style="list-style-type: none"> <li>exposure to major Database Management Systems, primarily MS SQL Server 2012+.</li> <li>securing MS Dynamics GP 2015 and/or MS Dynamics 365 for Finance and Operations.</li> </ol> </li> <li>Specialized training in MS SQL Server 2012+ by formal education or Certificate courses from Microsoft curriculum.</li> </ol> <b>OR</b> <ol style="list-style-type: none"> <li>Associates Degree in Information Technology, Database Management or other closely related academic discipline, with three (3) years’ experience which includes:               <ol style="list-style-type: none"> <li>exposure to major Database Management Systems, primarily MS SQL Server 2012+.</li> <li>securing MS Dynamics GP 2015 and/or MS Dynamics 365 for Finance and Operations.</li> </ol> </li> <li>Specialized training in MS SQL Server 2012+ by formal education or Certificate courses from Microsoft curriculum.</li> </ol>		
<b>PERFORMANCE RATING:</b>	Minimum rating of 3 on last two performance agreements.		
<b>CORE COMPETENCIES:</b>	Achieving Results	Building Trust	Building and Maintaining Relationships
	Effective Delegation	Enabling Optimal Performance	Resilience
	Personal Credibility	Providing Motivational Support	
<b>FUNCTIONAL COMPETENCIES:</b>	Database Administration		Technical Support
<b>TECHNICAL COMPETENCIES:</b>	Data Security Management		Maintenance of IT System Hardware and Software
<b>OTHER KNOWLEDGE AND SKILLS:</b>	<ul style="list-style-type: none"> <li>Understanding of SSB’s organizational mandate, Strategic Goals and other aspects of SSB business.</li> <li>Knowledge of MS SQL Server 2012+ Security model.</li> <li>Basic knowledge of Windows Server 2016+ and Azure Active Directory Services.</li> <li>Excellent analytical and problem-solving skills.</li> <li>Strong presentation skills.</li> <li>Able to effectively execute and participate in multiple projects or initiatives simultaneously.</li> <li>Decisive with strong execution potential.</li> </ul>		

### ROLE DESCRIPTION:

Refer to the attached role description and competency model for Data Security Specialist for details on the core responsibilities and expected results associated with this role as well as the knowledge, skills, abilities, and behaviors required for successful performance.

### APPLICATION SUBMISSION:

**APPLICATION DEADLINE: WEDNESDAY, NOVEMBER 13, 2024**

Completed Internal Application Form (revised May 2022), following the application guidelines provided, may be submitted by email to:

Manager HR, HR Services at [bsantos@socialsecurity.org.bz](mailto:bsantos@socialsecurity.org.bz)  
 Copy emails to General Manager, Human Resources Services at [odakers@socialsecurity.org.bz](mailto:odakers@socialsecurity.org.bz)

**Email Subject Line: Data Security Specialist**