



Information Security Specialist

Job categories	IT, Security
Vacancy code	VA/2020/B5421/20467
Level	ICS-10
Department/office	LCR, MXPO, Mexico
Duty station	Mexico City (Family Duty Station), Mexico
Contract type	International ICA
Contract level	IICA-2
Duration	Ongoing contract subject to good performance and to the duration of the project Pharma MX
Application period	28-Sep-2020 to 18-Oct-2020

Applications to vacancies must be received before midnight Copenhagen time (CET) on the closing date of the announcement.

Background Information - Job-specific

The United Nations Office for Project Services (UNOPS) is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Mandated as a central resource of the United Nations, UNOPS provides sustainable project management, procurement and infrastructure services to a wide range of governments, donors and United Nations organisations.

UNOPS Mexico Country Office supports different collaboration initiatives by the Government of Mexico that are aimed at the fight against corruption and promoting transparency in public management, as well strengthening government actions in the areas of acquisitions, infrastructure and management of high impact projects in Mexico. The work requires strategic and operational perspectives, management of resources ensuring transparency, effectiveness and efficiency that promotes the development and continuous strengthening of internal management, in order to ensure high quality results, in accordance with the needs of the partner in Mexico. The objective of the most prominent project (PharmaMX) is to support the Government of Mexico in its effort to guarantee the right to health to the largest number of

inhabitants through the planning and management of the consolidated purchase of medicines (period 2021-2024), as well as assistance in the profiling of the system and model of consolidated purchase of medicines for the health sector of the Government of Mexico.

The Risk Management Unit is a new unit in the Mexico Country Office. It is managed independently from the PharmaMX project and is dedicated to controlling and managing key internal and external risks with organizational wide consequences, associated with the PharmaMX project. This involves an active collaboration with HQ function (such as Legal Group, Ethics & Compliance Office, Internal Audit and Investigations Group, Procurement Group, UNOPS Enterprise Risk Management - ERM Unit, the Chief Information Security Officer, and Finance Group) and include aspects linked to:

- personnel/vendor due diligence;
- ensuring effective management and assurance of key risks associated with corruption, collusion, safeguarding, ethics, information security and supply chain;
- implementation of management actions;
- coordinating training and awareness efforts on the topics of all the relevant risks.

Functional Responsibilities

Under the direct supervision of the Risk Management Advisor (Mexico Country Office) with support from the Chief Information Security Officer (HQ) and in collaboration with the ICT Specialist, the Risk Management Specialist- Information Security will focus on information risk management, info security compliance, training and awareness, incident management, implementation of appropriate governance & policies, privacy management, and threat intelligence & mitigation.

Summary of Functions in relation to the PharmaMX project

1. Technology risk management
2. Information security management
3. Training and awareness raising
4. Reporting
5. Knowledge Management

If you are interested in more detailed information about the functional responsibilities, please download the attached Terms of Reference.

Education/Experience/Language requirements

Education

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An advanced university degree (Master's degree or PhD) preferably in Computer Science, Information Systems, Information Management, Risk Management or related field;

A first-level university degree (Bachelor's degree or equivalent) with a minimum of two (2) additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Experience

- A minimum of five (5) years (or more depending on academic credentials) of experience in the design, development, and deployment of secure ICT applications and infrastructure;
- Strong experience developing and implementing information security policies, standards, and guidelines is required;
- Strong experience in cross-functional collaboration in evaluating information security risks and implementing information security mitigating actions is required;
- A strong grasp of privacy program implementation is an asset;
- Solid experience in providing support for standardization and consistent integration of information security processes across existing and new (cloud) ICT environments is desirable;
- Working knowledge of Google Suite is desirable.

Skills:

- Strong interpersonal and analytical skills;
- Detail-oriented;
- Excellent written and oral skills.

Languages

- Fluency in Spanish is required;
- Full working knowledge in English (intermediate level) is required.

Competencies



Develops and implements sustainable business strategies, thinks long term and externally in order to positively shape the organization. Anticipates and perceives the impact and implications of future decisions and activities on other parts of the organization.



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilizing appropriate leadership styles.



Demonstrates understanding of the impact of own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behavior. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

Contract type, level and duration

Contract type: International Individual Contractor - established as a regular contract which means there is a need for continued service. The contractor will receive monthly payments at the end of each month.

Contract level: IICA-2 (ICS-10) - *OPEN TO INTERNATIONAL CANDIDATES ONLY*

Contract duration: Open-ended, linked to the duration of Pharma MX project.

One position available for Mexico City (Family Duty Station)

For more details about the ICA contractual modality, please follow this link:

<https://www.unops.org/english/Opportunities/job-opportunities/what-we-offer/Pages/Individual-Contractor-Agreements.aspx>

Background Information - UNOPS

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

Diversity

With over 6,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

Additional Considerations

- Please note that the closing date is midnight Copenhagen time
- Applications received after the closing date will not be considered.
- Only those candidates that are short-listed for interviews will be notified.
- **Qualified female candidates are strongly encouraged to apply.**
- UNOPS seeks to reasonably accommodate candidates with special needs, upon request.
- **Work life harmonization** - UNOPS values its people and recognizes the importance of balancing professional and personal demands. We have a progressive policy on work-life harmonization and offer several flexible working options. This policy applies to UNOPS personnel on all contract types
- For staff positions only, UNOPS reserves the right to appoint a candidate at a lower level than the advertised level of the post
- For retainer contracts, you must complete a few Mandatory Courses in your own time, before providing services to UNOPS.
- The incumbent is responsible to abide by security policies, administrative instructions, plans and procedures of the UN Security Management System and that of UNOPS.

It is the policy of UNOPS to conduct background checks on all potential recruits/interns.

Recruitment/internship in UNOPS is contingent on the results of such checks.

Additional information

[TDR Risk Management Specialist \(Information Security\) IICA 2 - Updated format.pdf](#)

[\(/Pages/Attachment/VacancyAttachmentHandler.ashx?id=3326978\)](#) (234 KB)

DISCLAIMER

The screening of your application will be conducted based on the information in your profile.

Before applying, we strongly suggest that you review your [UNOPS Jobs profile](#)

(<https://jobs.unops.org/pages/User/CreateProfile.aspx>) to ensure completeness, especially the education and experience sections.

RELEVANT STORIES

- "Each place that I work in has so much history and culture to explore and I am lucky enough to enjoy it all, while helping improve the health of local communities"

Nang Shri Seng Lao

Unops Logistics Officer, Myanmar

- "UNOPS is a results-oriented organization – it therefore pushes me to perform at my best every day."

Mariacarmen Colitti

Senior Partnerships and Liaison Advisor

Explore our work >> (<https://www.unops.org/news-and-stories/?type%5B%5D=StoryArticle>)