



JOB DESCRIPTION

1. Position's details

Position's Title:	Infrastructure and Security Officer
Department:	Information Technology

2. Position outline

Design, implement and maintain technologies/systems and procedures around ICT services emphasizing on network services and security systems. Apply the procedures necessary and security controls to provide the required services to the Bank and facilitate the department in achieving its goals. Infrastructure and Security Officers work with other teams within the Bank to enhance service productivity and minimize service interruptions. Manage the implementation of new security measures aiming at safeguarding the Bank's data and ensuring system availability.

3. Main responsibilities

Contribute to the design, installation, and configuration of ICT services, as well as the maintenance of system standards.

Maintain system/service security such as regular security monitoring to identify any possible intrusions.

Ensure security through security systems including Firewalls, IPS/IDS, Network Access controls, email gateways, web filtering, end point protection etc.

Develop and implement security controls and procedures. Apply best security practices as ISO27001 framework. Ensure compliance with security policies and regulations.

Collaborate with cross-functional teams to enhance Bank's operations and security. Provide second-level support, coordinate with third-party vendors to implement systems, and resolve issues.

Actively participate in the creation, maintenance, testing, and execution of the Bank's Disaster Recovery plan.

Contribute in ensuring continuously available, high performing, cost efficient and up to date corporate systems.

Analyses the performance of the environment and provides recommendations for improvement.

Engages in research and development for infrastructure initiatives, ensuring alignment with the latest technologies, standards, and trends.

Manages the procurement of hardware and software from approved suppliers.

4. Required experience/ qualifications/ capabilities	
Academic qualifications:	<p>Undergraduate degree of Computer Science or in a related field. Postgraduate degree in Computer Science or in a related field will be considered an advantage. Professional IT related certificates will be considered an advantage.</p>
Experience/Knowledge:	<ul style="list-style-type: none"> • Minimum of 5 years of hands-on experience on IT Infrastructure/security related systems. • Experience with design, implement, and maintain network infrastructure, including routers, switches, firewalls, VPNs, and network monitoring tools. • Monitor network performance and security to identify and mitigate potential vulnerabilities and threats. • In-depth knowledge of Windows Server operating system. • Strong understanding of Microsoft Domain Controllers and Exchange 365, Microsoft Cloud securities. • Good knowledge of Mobile device management. • Good knowledge of system hardening and security approaches • Strong understanding of modern cloud infrastructure, Software as a Service (SaaS), and Platform as a Service (PaaS) environments. • Familiarity with cybersecurity principles, practices, and technologies.
Competencies:	<ul style="list-style-type: none"> • Strong analytical and problem-solving abilities. • Operate effectively in difficult and pressured situations. • Ability to work in a fast-paced environment, handle multiple tasks at the same time with specific deadlines with quality deliverables. • Establish and maintain cooperation, understanding, trust and credibility. • Ability to collaborate within teams possessing diverse technical and procedural expertise. • Commitment to continuous learning and professional development. • Very good communication and interpersonal skills. • Fluency in Greek and English, both verbal and written.