



ikubINFO is the largest software engineering company in Albania. Equipped with 25+ years of business experience of founders and key senior managers, we provide software engineering services in Albania and internationally, by bringing together top professionals, best practices and a smart selection of modern technologies. The team of 100+ certified developers in modern technologies is our key to success. While solidifying our position in Albania as the leader company in providing software engineering services for the most important e-Government systems in Albania, we are expanding our activities in European markets as well.

We are looking for motivated and passionate people to join us in the position of:

Information Security & Configuration Specialist

Your responsibilities:

- To collaborate in the process of developing standard policies and procedures related to information security and configuration management while monitoring the level of implementation based on ISO 27001 or CMMI, ITIL, etc. best practices for configuration management.
- To enforce correct implementation of all policies and procedures in place in regards of information security areas: Business Continuity, Backup Administration, Access Control etc. through regularly planned audits.
- To improve and maintain the process of information asset management.
- To identify, select and improve the methodology for information security risk identification, assessment and management for profiled assets and to follow up related processes.
- To develop training plans and organize trainings on information security and privacy issues for staff and other authorized personnel. Same for Configuration Management processes.
- To act as the Industrial Security Officer for the company in regards of the National Security Authority (DSIK) according to official decrees related to personnel clearance and for following the authorized procedures for treatment of industrial classified information in classified contracts.
- To ensure correct implementation company-wise of the standard procedures related to Configuration Management.
- To perform continuous controls of Configuration Element Registers in projects.
- To continuously develop and improve the Configuration Management processes at the company.

Your Profile:

- Experience in Information Technology and/or at least 2 years of experience in Information Security and/or Configuration Management.
- Candidates with experience in developing and implementing policies and procedures conforming with ISO or other relative international standards are preferred. Also experience in IT System / Network Administration is preferred.

Knowledge/Abilities

- Knowledge in ISO standards, primarily for ISO 27001 family for information security, ISO 20000-1 for IT Service Management and others related to Information Technology.
- Certifications related to Information Security Management and Configuration Management are preferable.
- Knowledge on well-known methodologies as CMMI, ITIL etc, are considered a plus.
- Very good verbal and communication skills.
- Very good abilities in writing technical documentation.
- Analytic skills and attention to detail.
- Ability to create and maintain good relations with colleagues, clients, partners.
- Ability to work independently.
- Very good knowledge of English language.
- Ability to work in a company with a matrix oriented structure with many interested parties.

Benefits:

- Working with new technologies and based on best practices in software engineering
- Working on a broad variety of important projects, application areas, and industries in Albania and Europe
- Long-term relationship with our staff and a great place to learn and grow professionally
- Personalized growth plan, mentoring, coaching, career development, evaluations, and benefit programs.
- Great office location, in the heart of Tirana.

Qualified candidates must send a letter of interest, an updated CV and a copy of the supporting documents at hr@ikubinfo.al with the Subject “**Information Security & Configuration Specialist**”

*The personal information that you put in your application will be protected and used only for recruitment purposes, based on the applicable law on personal data protection **Law No. 9887**, dated 10.03.2008*