



# JOB OPPORTUNITY

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) established by the CARICOM Heads of Government, is seeking suitably qualified individuals to fill the below mentioned post for the Eleventh European Development Fund (11th EDF) Project – CARIFORUM Crime and Security Cooperation Programme: Capacity Building for CARIFORUM Member States on Asset Recovery and Cybercrime.

## CYBERCRIME POLICY SPECIALIST, IMPACS 11<sup>TH</sup> EDF PROJECT

### **OBJECTIVES OF THE PROGRAMME**

The core objectives of the 11th EDF Project – CARIFORUM Crime and Security Cooperation Programme: Capacity Building for CARIFORUM Member States on Asset Recovery and Cybercrime are as follows:

- **Asset Recovery** - to build the CARIFORUM region's capacity in investigating and prosecuting crime and criminal activities to enable confiscation and seizure of the proceeds of crime in order to dismantle criminal networks;
- **Cybercrime** - to enhance detection and investigation of cybercrimes in CARIFORUM Member States, in compliance with international standards.

### **DESCRIPTION OF ASSIGNMENT**

The Cybercrime Policy Specialist, IMPACS 11th EDF Project has responsibility to lead all project related activities under the Cybercrime and Cybersecurity components of the IMPACS CARIFORUM Crime and Security Cooperation Programme. Provide anti-cybercrime and cybersecurity policy and legislative expertise for the establishment of a regional guidance framework. He/she will provide support to the desk review of existing cyber legislative and policy frameworks in view of regional and international standards. Based on the review outcomes, the Cybercrime Policy Specialist, IMPACS 11th EDF Project will support the consultant who will

develop a regional cybercrime policy and legislative guidance document to direct the establishment of harmonised policy and legislation within Member States in keeping with the objectives of the CARICOM Cybersecurity and Cybercrime Strategy. He/she will also actively participate in consultations with regional stakeholders in order to finalise the framework. The Cybercrime Policy Specialist IMPACS 11th EDF Project will also play a major role in preventing, investigating and prosecuting cybercrimes and improving cyber security.

The Cybercrime Policy Specialist, IMPACS 11th EDF Project will report to the Programme Coordinator, IMPACS on the day to day operations of the project. He/she will also liaise with the Information Communication Technology (ICT) Manager and other internal technical and project staff members of IMPACS where required. The Cybercrime Policy Specialist, IMPACS 11th EDF Project has a responsibility to prepare reports which will be submitted to the Programme Coordinator, IMPACS as required/specified.

The Cybercrime Policy Specialist, IMPACS 11th EDF Project will also work with external stakeholders such as Ministries responsible for National Security and Law Enforcement and those Ministries with responsibility for cyber security and cybercrime, as well as with civil society organisations and the private sector when required.

### **SCOPE OF WORK**

- Provides technical advice, input and support to the Programmes and Projects Department on the implementation of the 11<sup>th</sup> EDF Cybercrime and Cybersecurity project component activities.
- Conducts relevant research and analysis and prepares various reports to support the execution of project activities.
- Develops concept papers, background documents to support the design and development of Cybercrime and Cybersecurity project activities.
- Provides technical support to the consultant selected to conduct a desk review of existing cyber policies, strategies and legislation which will require:
  - an analysis of national and regional cybersecurity systems and critical infrastructure including identifying strengths and weaknesses;
  - determining regional and international standards, as prescribed in the Budapest Convention, which are required to be met;
  - identifying actions required by Member States for reducing gaps and strengthening cybersecurity;
  - identifying areas for harmonisation of policies and legislation within national frameworks.
- Provides technical support to the consultant selected to develop a regional cybercrime policy and legislative guidance document from the findings of the desk review which will:

- direct the establishment of harmonised policy and legislation within Member States in keeping with the objectives of the CARICOM Cyber Security and Cybercrime Action Plan (CCSCAP);
  - provide guidance to ministers and parliamentarians in the development or amendment of national cybercrime/cybersecurity legislation as the basis for the enforcement of cyber law by judges, prosecutors, law enforcement personnel and investigators;
  - harmonise frameworks amongst Member States to reduce the opportunities for criminal elements who take advantage of weaknesses within national and regional systems in perpetrating borderless cybercrimes;
  - explore gender specific policy to mitigate the exposure and impact of cybercrime on women and children and incorporating areas of protection needed to address these vulnerabilities.
- Liaises with key stakeholders such as experts, IMPACS personnel and Member States to design and coordinate a regional stakeholder workshop for legal drafters and policy experts to receive feedback and finalise the cybercrime policy and legislative guidance document;
  - Provides support to regional awareness raising activities including:
    - technical advice to the 11<sup>th</sup> EDF Project Officer in developing a Communications Plan for awareness raising guided by the Cyber Security and Cybercrime Action Plan (CCSCAP);
    - participation and technical support for regional and in-country sessions targeting senior officials, ministers, parliamentarians, policy makers and the public to reduce the risk of cybercrimes and implement mechanisms to enhance cybersecurity in advancement of the Cyber Security and Cybercrime Action Plan (CCSCAP);
    - general advice to the 11<sup>th</sup> EDF Project Officer on the development of print and electronic media and paper-based surveys pre and post implementation of public awareness activities.
  - Coordinates activities geared to improving regional and international cooperation and collaboration for enhanced incident response, cybercrime investigation and capacity building for CARICOM IMPACS [as the lead implementing agency of the Cyber Security and Cybercrime Action Plan (CCSCAP)].

This will require the Specialist to:

- attend and participate in meetings of the Regional Cyber Committee (RCC), Cyber Security and Cybercrime Action Plan (CCSCAP) and Coordination and Oversight Committee (COC), to determine the operation of the response mechanism;
- develop a regional cooperation agreement amongst regional agencies for the pooling and sharing of technical resources to combat cybercrime;
- develop a profile for the staff skill set required and Standard Operating Procedures (SOPs) for a Regional Capacity Centre for Cyber Security and Incident Response at the CARICOM IMPACS Regional Intelligence Fusion Centre (CARICOM IMPACS - RIFC).

- Participates in discussions with training institutions in the design and delivery of curricula for targeted trainings on cybercrime and cyber security for law enforcement and judiciary professionals
- Provides general advice where needed and participate in the delivery of national and regional cyber security/cybercrime training workshops led by a Cyber Security Consultant;
- Supports the design and delivery of cybercrime training for the Regional Intelligence Fusion Centre (RIFC) and National Intelligence Points of Contacts in Member States;
- Collaborates with the 11<sup>th</sup> EDF Project Officer to ensure implementation of Communications and Visibility (C&V) activities as outlined in the C&V Plan;

### **QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Bachelor's Degree in Law, International Relations, Intelligence Studies, Computer Science, Cyber Security or related field;
- Postgraduate qualification in International Relations, Security or related field from a recognized University or field related experience/training will be an asset;
- Training in the field of security and/or regional expertise on cybercrime/cybersecurity operations including the evolving policy and regulatory framework;
- Experience with drafting security policies/regulations/protocols will be an asset;
- Experience with conducting surveys, collecting, analyzing and interpreting qualitative and quantitative data from multiple sources;
- Proficiency in the Microsoft Office Suite;
- Ability to establish and maintain effective working relationships with superiors, fellow workers, internal/external clients and vendor representatives;
- Ability to communicate effectively and professionally, both verbally and in writing;
- Ability to maintain a high level of confidentiality;
- Ability to multi-task, handle a high volume of work and function in a dynamic fast paced environment;
- Ability to work well both independently and collaboratively;
- Ability to think strategically;

- Excellent analytical and problem-solving skills;

### **LOCATION**

This position will be based at the Headquarters of CARICOM IMPACS, #19 Keate Street, Port-of-Spain, Trinidad and Tobago.

### **START DATE**

Proposed start date: 1 July 2019

### **SUBMISSION OF APPLICATIONS**

All applications are to be received by CARICOM IMPACS no later than **20 FEBRUARY 2019** and **must include** nationality, work experience, educational qualifications, summary of professional skills, **the contact information of three (3) references (at least two of whom are familiar with your work or education)**, and other relevant information via any of the following:

- Email: [careers@carimpacs.org](mailto:careers@carimpacs.org) ; or
- Mail: The Executive Director (Ag.) PO BOX 4585 PORT-OF-SPAIN, TRINIDAD AND TOBAGO

ONLINE APPLICATIONS ARE STRONGLY RECOMMENDED.

***CARICOM IMPACS will like to thank all persons for applying and expressing their interest to work at the Agency, however, ONLY shortlisted candidates will be contacted***