



Job Description

Internship - IT Security Systems Unit - (TAL-MTIT20190510-001)

Primary Location Austria-Vienna-Vienna-IAEA Headquarters

Posting Date 2019-05-24, 11:54:00 AM

Closing Date 2019-06-14, 10:59:00 PM

Duration in Months: 12

Contract Type: Interns

Duration

12 months

Internships

The IAEA accepts a limited number of interns each year. The internships are awarded to persons studying towards a university degree or who have recently received a degree (see Internship web pages for further details).

The purpose of the programme is:

To provide interns with the opportunity to gain practical work experience in line with their studies or interests, and expose them to the work of the IAEA and the United Nations as a whole;

To benefit the IAEA's programmes through the assistance of qualified students specialized in various professional fields.

The duration of an internship is normally not less than three months and not more than one year.

Organizational Setting

The Division of Information Technology provides support to the IAEA in the field of information and communication technology (ICT), including information systems for technical programmes and management. It is responsible for planning, developing and implementing an ICT strategy, for setting and enforcing common ICT standards throughout the Secretariat and for managing central ICT services. The IAEA's ICT infrastructure comprises hardware and software platforms, and cloud and externally-hosted services. The Division has implemented an IT service management model based on ITIL (IT Infrastructure Library) and Prince2 (Projects in a Controlled Environment) best practices.

The Infrastructure Services Section (ISS) is responsible for implementing, maintaining, and administering the ICT systems and services for high availability; designing, implementing, and operating IT security services; and managing the data centre. The platforms include Microsoft Windows servers, Linux servers, Oracle EBS infrastructure, data storage, and transmission networks, serving more than 2500 staff, as well as over 10000 external users around the world. The Section includes three Units: Network and Telecommunications, Enterprise Systems, and Security Systems.

Main Purpose

The internship is designed to provide experience in office administration and project management and to gain knowledge of communication skills and technique required to secure efficiency and compliance to company policies. Specifically to develop understanding of administrative, budgetary, financial and human resources policies and procedures; to apply various administrative rules and regulations in work situations; to develop conceptual analytical and evaluative skills to conduct independent research and analysis. The intern will support the activities of the Security Systems Unit (MTIT-SSU) in the division of Information Technology (MTIT). SSU manages the development and operation of Agency IT security systems and technology, following well-known standards and best practices. In particular SSU has established and developed mature digital forensics practice and is actively involved in incident handling in collaboration with the Office of Chief Information Security Officer (CISO).

Functions / Key Results Expected

The intern will work with all members of the SSU digital forensics task force, providing support to all the activities to enhance and advertise the practice. The intern will be expected to interact with IT security specialists from SSU and CISO. In addition the intern will contribute to the unit's work by collecting and analysing cyber threat related information in different languages. This will allow to increase a level of professional development for the intern.

Under the guidance of the Unit Head, the intern will be required to:

- Create ad hoc reports based on on-line researches, professional reports etc.
- Assist IT security specialists from SSU in updating operational documentation portfolio.
- Provide Support to the computer forensic examination process at all stages (e.g., help prepare appropriate documentation, research publicly available sources in different languages, help prepare communication plans);
- Participate in on-going projects and activities of SSU and CISO groups, as instructed.
- Training on the Information/IT Security field or other Agency or MTIT-specific tools/processes will be provided as needed to fulfil the duties detailed above.

Qualifications and Experience

- University Degree in Computer Science, Business Administration or related field.
- Knowledge of Business System Analysis is an asset.
- Experience with Project Management is an asset.

Applicant Eligibility

- Candidates must be a minimum of 20 years of age and have completed at least three years of full-time studies at a university or equivalent institution towards the completion of a first degree.
- Candidates may apply up to one year after the completion of a bachelor's, master's or doctorate degree.
- Candidates must not have previously participated in the IAEA's internship programme.
- Excellent written and spoken English essential; fluency in any other IAEA official language (Arabic, Chinese, French, Russian) an asset.
- Candidates must attach two signed letters of recommendation to their application.