

# POSITION DESCRIPTION



## IT SECURITY ANALYST

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| <b>Position No.</b>                      | MEL2009-2026                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Vacancy Type</b>                      | Internal & External                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Classification</b>                    | Grade 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Salary</b>                            | Negotiable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Employment Type</b>                   | Permanent position                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>How to Apply</b>                      | <p>Online applications are preferred.<br/>For online application and downloading Application Form, please visit:<br/><a href="https://www.mauritiusmetroexpress.mu/job-vacancies/">https://www.mauritiusmetroexpress.mu/job-vacancies/</a></p> <p>Via email:<br/>Applications together with scanned copies of academic qualifications can also be emailed to: -<br/><a href="mailto:career@metroexpressltd.org">career@metroexpressltd.org</a></p> <p>Via post:<br/>Applications together with scanned copies of academic qualifications can also be addressed to: -<br/><b>Human Resources Manager</b><br/><b>Metro Express Ltd</b><br/><b>Richelieu Branch Road</b><br/><b>Richelieu 71625</b></p> <p>The envelope or the title of the email should be clearly marked <b>"IT SECURITY ANALYST"</b>.</p> |
| <b>Position deadline</b>                 | <b>Wednesday, 30 September 2026 at 15h00</b><br><br>Application made without completed MEL Application Form and received after the closing date will not be considered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Job Title:</b><br>IT Security Analyst | <b>Qualifications:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Reporting Line:</b><br>Manager, IT    | (i) Possess a Bachelor Degree or Diploma in IT Security or Cybersecurity<br>(ii) 2-4 years of relevant experience in IT security, cybersecurity, IT governance, risk management or infrastructure security;<br>(iii) Knowledge of ISO 27001 and NIST Cybersecurity Framework                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Function/ Division:</b><br>IT         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Location:</b> Richelieu               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

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The IT Security Analyst will be responsible for developing, implementing and maintaining MEL's IT security and cybersecurity framework, ensuring alignment with recognised standards and best practices. The role will oversee IT security governance, risk management, security controls, vulnerability management, access controls, incident response, business continuity and disaster recovery, while ensuring security requirements are incorporated into IT projects, procurements and third-party services. This position will also conduct security compliance reviews and audits, maintain the ISMS and security documentation, develop cybersecurity awareness programmes, monitor emerging threats and provide management with regular reporting and recommendations to continuously strengthen MEL's cybersecurity posture, resilience and protection of critical information.

#### **The duties and responsibilities**

1. Develop, implement and maintain MEL's IT security and cybersecurity framework, aligned with recognised standards such as ISO 27001, NIST CSF and CIS Controls.
2. Establish and maintain the Information Security Management System (ISMS) and continuously improve MEL's IT security governance, policies, standards, procedures and guidelines.
3. Conduct regular IT security risk assessments, maintain the security risk register, identify vulnerabilities and ensure that appropriate mitigation and remediation actions are implemented.
4. Monitor and assess IT security controls and technologies, including firewalls, endpoint protection, Microsoft 365, identity and access management, authentication and other security solutions.
5. Monitor, investigate and coordinate the response to security alerts, vulnerabilities, suspicious activities and cyber incidents, including maintaining and testing the IT Security Incident Response Plan.
6. Develop and coordinate Business Continuity and Disaster Recovery (BC/DR) arrangements, including Business Impact Analysis (BIA), contingency plans, recovery procedures and periodic DR testing.
7. Implement and monitor vulnerability, patch and configuration management processes to ensure that identified security weaknesses are prioritised and addressed appropriately.
8. Review and monitor user access, privileged

accounts, service accounts, including groups and authentication controls, ensuring compliance with security requirements and the principle of least privilege.

9. Establish cybersecurity requirements for IT projects, procurements and third-party suppliers, and participate in security assessments of critical interfacing mechanisms and any proposed technology solutions.
10. Develop and maintain cybersecurity awareness and training programmes, including employee awareness on phishing, social engineering, data protection and secure IT practices.
11. Conduct security compliance reviews, including security KPIs, dashboards, management reports, documentation and evidence compilation for governance, regulatory and audit purposes.
12. Continuously monitor emerging cybersecurity threats, technologies and industry best practices, and recommend improvements to strengthen the organisation's overall security, resilience and protection of critical information.

**MEL reserves the right not to fill any vacancy following this advertisement and to call for interview only the best qualified candidate.**

**Date: 05 September  
2026**