



PALLI KARMA-SAHAYAK FOUNDATION (PKSF)

www.pksf.org.bd

Terms of Reference (ToR) of

Assistant Manager (Cyber Security & Network Administration)

1.0 Background

Palli Karma-Sahayak Foundation (PKSF), an apex development organization founded by the Government of Bangladesh, is mandated for poverty alleviation through sustainable employment generation by providing appropriate financing, skill training, and other necessary services. As a second-tier organization, PKSf implements all programs and projects through more than 200 of its Partner Organizations (POs) across the country. Extending diversified financial and non-financial services covering over 2 crores members using its and POs' digital network. As part of its digital transformation initiative and to ensure a robust IT infrastructure, PKSf is strengthening its Cyber Security & Network Administration. This position is crucial for ensuring the cybersecurity and management of the network infrastructure.

2.0 Name of the Position

Assistant Manager (Cyber Security & Network Administration)

3.0 Duty Station

The incumbent will be stationed in Dhaka. Occasional field visits may be required as per organizational needs.

4.0 Employment Duration

This is a permanent position. The employment will be based on PKSf's organizational rules and regulations.

5.0 Responsibilities and Tasks

The Assistant Manager (Cyber Security & Network Administration) will work under the Information Technology Department of PKSf and be responsible for the following tasks (but not limited to):

- Install, configure and maintain routers, switches, Next Generation Firewall and other networking devices.
- Design and maintain LAN/WAN operation.
- Design, configure, and maintain virtualized network environments (e.g., Network of virtual infrastructure).
- Implement and manage network monitoring tools for uptime, performance, and fault management.
- Monitor and ensure the operational status of all network and Cyber Security related hardware on a daily basis.
- Develop, implement, and enforce cybersecurity policies, standards, and procedures.
- Conduct regular vulnerability assessments, penetration testing, and risk analysis.
- Monitor and manage organization's cybersecurity infrastructure, including VPN, firewalls (Next Gen), intrusion detection/prevention systems (IDS/IPS), SIEM



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(Security Information and Event Management), antivirus solutions and endpoint protection tools.

- i) Ensure secure API communication and data exchange for the Decision Support System (DSS) platform through proper authentication, encryption, and role-based access control.
- j) Monitor system logs, security notifications, and event alerts for suspicious activities.
- k) Manage incident response, threat detection, documentation, and mitigation processes.
- l) Implement real-time monitoring and alerting for DSS infrastructure within SIEM tools, ensuring critical incidents are resolved within 24 hours.
- m) Ensure data protection compliance as per organizational policy and national cyber regulations.
- n) Maintain detailed audit trails and reports for security and operational activities.
- o) Develop and maintain IT Security and Network Access policies.
- p) Coordinate internal and external IT audits related to cybersecurity.
- q) Conduct cybersecurity awareness sessions and phishing simulations for employees.
- r) Prepare reports on network performance, cybersecurity incidents, and patch management.
- s) Maintain up-to-date documentation for security incidents, network topology, and configurations.
- t) Perform any other duties assigned by the authority.

6.0 Academic Qualification

- a) Candidate must have a Bachelor's degree in Computer Science & Engineering/ Computer Science/Information Technology/Electronics & Telecommunication Engineering/ Electronics & communication Engineering from a recognized university.
- b) Candidate must have at least two First Divisions/Classes or equivalent CGPA in academic career.
- c) Having 3rd Division/Class or equivalent CGPA in any examination will incur ineligibility.
- d) Any related certification will be treated as an additional qualification.

7.0 Experience & Required Skills

- i. Mandatory Experience and Required Competencies of the Candidate:
 - a. Minimum 2 years of hands-on experience in network and cybersecurity or information security roles.
 - b. Experience in configuring, managing, and monitoring network security infrastructure, including Next Generation Firewalls, IDS/IPS, antivirus/EDR systems, network access control (NAC) tools, and other network security monitoring solutions.
- ii. Preference will be given to candidates with experience in:
 - a. Strong understanding of network security, application security, and endpoint protection.



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- b. Skilled in managing routers, switches, VPNs, firewalls (including Next Generation Firewalls), and other network devices.
- c. Practical experience in conducting vulnerability assessments, penetration testing, and security audits.
- d. Familiarity with security frameworks and standards such as ISO 27001, NIST, CIS Controls, and GDPR.
- e. Strong understanding of network protocols (TCP/IP, DNS, HTTP, SSL/TLS) and security risks associated with them.
- f. Understanding of data protection and risk management frameworks.
- g. Ability to stay up to date with emerging threats, vulnerabilities, and security technologies.
- h. Strong communication skills to prepare reports, train users, and coordinate with technical teams.
- i. Experience securing web services and enterprise data platforms such as DSS or ERP will be considered a plus.

8.0 Age Limit

Maximum 32 years on the last date of application

9.0 Salary and Allowances

Basic pay under PKSF's Pay Structure 2018 is **Tk. 51,000/- (Fifty-One Thousand)**. Apart from this, 60% of the basic salary as house rent allowance, medical allowance and benefits, gratuity, provident fund, Conveyance allowance, festival allowance, group insurance, education allowance for children, house building loan, encashment of earned leave and other benefits will be provided as per PKSF policies.

PKSF is an equal opportunity employer and seeks to employ and assign the best-qualified personnel for all of its positions in a manner that does not unlawfully discriminate against any person because of their specific identities, such as race, religion, gender, physical or mental disability, or any other status or characteristics protected by the laws of the country.
