



Gorman Consulting (<https://gormanconsulting.org>) is a firm that provides specialized measurement and evaluation services, primarily in the health sector. In the last 5 years our firm has grown from two staff members to a 12-person team and we have more growth ahead. With the additional staff and contract requirements, our IT needs have increased. We are seeking an IT consultant to provide guidance and technical expertise on day to day tasks and help us roll out technical measures related to data security compliance (GDPR/HIPAA; these measures have already been defined by our data security advisor).

Summary

- Start date: July-September 2023
- Hours: Part-time
- Duration: 12 months initial contract period
- Reports to: Operations and Human Resources Manager
- Location: Remote. Working hours are flexible with a slight preference for the US time zone
- Compensation: A competitive consulting rate that is commensurate with relevant experience

Responsibilities

- **Data security policies** - Implement data security policies and operational procedures in coordination with our data security advisor, inline with industry standards and contract requirements. This includes relevant policies/procedures both for our operations (website, computers) and contracts (e.g. a Heroku database, PII managed for clients).
- **Endpoint management** - Manage the purchasing, distribution, and configuration of company devices (laptops, cell phones) to new staff, including training and oversight. Once set up, the consultant will remotely oversee compliance using our endpoint management system and address any security risks.
- **Website maintenance** - Manage minimal updates to our website (e.g. open positions, staff descriptions). Additionally, if there is interest in web design, the consultant can support efforts to revamp our website.
- **IT support** -Addressing day-to-day needs of staff in our remote environment, which includes staff across 8 countries. While our needs in this regard are light, we look forward to ways the candidate will improve our systems, right-sized to our structure and operations.

Qualifications

- A Degree or Diploma in Computer Systems, Computer Science, or another IT related discipline. Professional certifications (ITIL, OSCP, CISA, CISSP/CISM, ISO/ICE 27001/2 Auditing) preferred
- Proven track record implementing data security technical measures in high profile environments, including at least 5 years of experience in IT security or data protection compliance.
- Strong written and verbal communication skills.
- Experience implementing Google endpoint management or similar solutions.
- Strong critical thinking skills and meticulous attention to detail. For example, use the subject line "Application for IT Consultant: *Your Last Name*" in your email application.

To apply, send your CV to jobs@gormanconsulting.org. Only shortlisted candidates will be contacted. Candidates must have legal authorization to work within the country they are based.