



Job Opportunity with the Egmont Group Secretariat IT OFFICER



Full-Time



Ottawa, Canada



Based out of Ottawa, Hybrid, 2 days on-site



75-85K CAD total compensation

Founded in 1995, The Egmont Group is a united body of 186 Financial Intelligence Units (FIUs). The Egmont Group provides a platform for the secure exchange of expertise and financial intelligence to combat money laundering and terrorist financing (ML/TF). This is especially relevant as FIUs are uniquely positioned to cooperate and support national and international efforts to counter terrorist financing and are the trusted gateway for sharing financial information domestically and internationally in accordance with global Anti Money Laundering and Counter Financing of Terrorism (AML/CFT) standards.

The Egmont Group Secretariat (EGS) provides strategic, technical, and administrative support to the Head of FIU, the Egmont Committee, the Working Groups, the Regional Groups, and assists to manage the content posted on the open communities within the Egmont Secure Web. The EGS is headed by the Executive Secretary whose appointment is endorsed by the Heads of Financial Intelligence Units and reports directly to the Chair of the Egmont Group. The Egmont Group Secretariat was established in July 2007 and is based in Canada.

The incumbent will support the operations of the Egmont Group by maintaining the day-to-day IT operations of the EGS.

Main Responsibilities

Manage IT infrastructure and systems

- Administer IT infrastructure, including firewalls, endpoint protection, hardware security modules, network security policies, databases, malware protection software, and related IT processes.
- Configure and manage Microsoft 365, Intune and Microsoft Azure infrastructure, including hosted Azure applications, while improving Azure security in line with best practices.

- Upgrade systems with new releases and versions.
- Administer laptops, printers, routers, switches, firewalls, IP phones, company mobile phones, software deployments, cameras, security access cards, security updates, and patches.
- Monitor system performance and maintain systems according to requirements.
- Review application and server logs.
- Support LAN, WAN, network segment, Internet, and intranet systems.
- Rack-mount servers.
- Perform IT backup and restoration activities.
- Support maintenance of the Wi-Fi environment.
- Document IT infrastructure information and create policies and how-to guides for end users.
- Support the onboarding, installation, and configuration of third-party software and IT services.

Ensure IT security

- Maintain security through access controls, backups, and firewalls.
- Design and manage firewalls, spam filters, endpoint protection, VPN connections, public DNS, and Internet services.
- Manage cloud infrastructure, including servers, virtual machines, web apps, and SQL databases.

Provide IT support

- Resolve technical issues and outages for clients in person, by phone, and by email.
- Prepare laptops and Work Phones for new users.
- Manage and provide advanced technical support for Microsoft Exchange, Microsoft Intune, file sharing, network printing, Microsoft 365, Microsoft Azure, and related services.
- Advise stakeholders on IT-related matters and support relevant projects.

Administer and improve IT services

- Coordinate with vendors on hardware and software licensing and subscriptions.
- Recommend solutions to upgrade the EGS IT infrastructure.
- Develop IT security protocols, policies, and IT asset management practices.
- Create and update documentation on an ongoing basis.
- Perform other tasks as required by the Egmont Group Secretariat.

Key Competencies

Education:

Bachelor's in information technology, Computer Engineering, Computer Science or a related discipline OR College Degree with equivalent experience

Experience:

- Experience in Systems Administration
- Experience with Backup solutions, Servers, Firewalls, network switches, Microsoft 365, Entra, Microsoft Azure and Services including DHCP/DNS etc.
- Experience providing IT security and with PKI infrastructure

Highly Preferred:

- Manage and enhance DevOps processes, CI/CD pipelines, source code repositories, and deployment automation using platforms such as GitLab and Azure DevOps.
- Develop and maintain Business Intelligence (BI) solutions, dashboards, and reports using Power BI to support data-driven decision-making.
- Design and implement automation solutions using PowerShell, Python, and other scripting technologies to improve operational efficiency and reduce manual effort.
- Develop, support, and integrate cloud-based business applications and workflows using Microsoft Power Platform and Azure services.
- Collaborate with cross-functional teams to deliver secure, scalable, and reliable technology solutions while ensuring compliance with organizational standards and best practices.

Knowledge / Abilities:

- Profound knowledge of Microsoft Purview, Microsoft Identity protection and client systems & applications (Microsoft Certified System Engineer)
- Knowledge of system vulnerabilities and basic security issues
- Knowledge of secure cloud computing
- Knowledge of other servers and client systems is regarded as an asset
- Ability to communicate effectively in writing and orally.

Operations Requirements:

- Ability to respond to IT support needs for meetings, conferences, and other IT issues outside of regular business hours as required.

Application, Selection and Recruitment Process

Interested candidates should submit their application in English, including a CV and cover letter, at careers@egmontsecretariat.org, by Tuesday, August 18th, 2026, 23.59 Ottawa/Canada.

The Egmont Group Secretariat