

JOB TITLE : SECURITY ADMINISTRATOR
REPORTS TO : HEAD IT SECURITY
BUSINESS UNIT : IT
LOCATION : HEAD OFFICE: PRETORIA
POSITION STATUS : FIXED-TERM CONTRACT (6-MONTHS)
POSITION GRADE : C5

Purpose of the Job

Responsible for the management and co-ordination of the planning, development, implementation and maintenance of the security requirements for all platforms within Postbank and in line with business objectives.

Job Responsibilities

- Support and maintain various security equipment.
- Manage all security resources within Postbank to protect the confidentiality and integrity of customer, employee and business information in compliance with organizational policies and standards, which includes the implementation of enhancements to all platforms.
- Develop and implement security policies & rules and apply updates to objects and policies from time to time to ensure the IT environment is secure to the highest possible level.
- Ensure the identification of all Postbank security requirements (threats, risks, weaknesses) necessary for the protection of all information processed, stored and/or transmitted by the information systems to ensure compliance.
- Audit the Operating System (OS) environment for security strength and apply necessary changes/patches to keep security up to ISO standards.
- Monitor functionality of hardware, software and IOS, resolve database problems and document all system violations and related results.
- Ensure the efficient management and control of functions/resources in accordance with the stipulations of the PFMA, fraud prevention and risk management principles, corporate governance, legislation, company policies, processes, regulations, Delegation of Authority, etc.
- All the above roles interface with:
 - Networking team
 - Server Support team
 - Change Management
 - Problem Management
 - Incident Management
 - IT Production Services
 - IT Applications support
 - Project teams

Qualifications and Experience

- 3 - 5 years' experience in the IT Security field
- Relevant Degree or Diploma in Information Technology
- CISA, CISM & CISSP certificate (Advantage)
- ITIL Foundation
- COBIT

Knowledge and understanding of:

- Database security (SAP, SQL, incident response planning & execution)
- Oracle database security suite
- Information Security standards (ISO 27001)
- Strategy development, deployment, planning and communications.
- Project management (principles, practices, techniques and tools)
- Organisational development, management techniques and good business practices
- Risk and Compliance management.
- Relevant statutes, rules and regulations
- SLA Management

Skills and Attributes

Excellent computer literacy skills, ability to liaise with stakeholders. planning, organising, co-ordination, control, facilitation, strong interpersonal skills, strong verbal and communication skills (read, write, speak), Ability to prioritise tasks, sound reasoning and

thinking, problem-solving, persuasiveness, ability to work independently, analytical, accuracy conceptual, able to work under pressure and handle stress, sense of urgency, initiative, meticulous, self-motivated, output and deadline driven.

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@postbank.co.za. Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

08 March 2024

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

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