



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNPG/20240404/1717
Advert Reference Number:	DTP012/04/24
Job Title:	Security Risk & Compliance Administrator
Job Level:	D1
Vacancy Type:	External
Salary:	R652,900 to R979,400 Total Cost to Company
Department:	DUBE TRADEPORT
Component:	HEAD OFFICE
Employment Type:	Permanent
Center:	Corporate Services
Number Of Posts:	1

Duties/Responsibilities:

Information Security Governance

- Conduct on-going research into international best-practice with regards to information security and keep abreast of latest security legislation, regulations and alerts
- Identify, assess and define information security risks and develop an on-going information risk assessment program targeting information security matters.
- Manage and communicate development, maintenance, and implementation of DTPC's Information Security management practice.
- Develop and maintain a Security Management Information System containing information relating to Information Security Management.
- Develop, maintain and enforce information security and supporting policies, procedures, management standards and plans that cover the use and misuse of all IT systems and services.
- Set and maintain information security policies and management standards for all ICT equipment and ensure that it is built into the equipment / systems / networks in order to enforce compliance. This includes:
 - oAdministrative - information risk analysis and management and document management and controls
 - oPersonnel security - access of personnel to sensitive information only where they have appropriate authority and clearance.
 - oPhysical safeguards - assignment of security responsibilities, control access to media and against unauthorised access to workstations and related equipment
 - oTechnical Security - setting of access / passwords and authorization controls.
 - oTransmission security - setting of standards for access controls, audit trails, event reporting, encryption and integrity controls.
- Convey security-related policies and procedures at DTPC utilizing a variety of communication methods, e.g., Web content, presentations, articles in IT periodicals, product and services demonstrations, e-mail, posters, videos, etc.
- Recommend methods for vulnerability detection and remediation.
- Develop and administer security concepts relevant to the Disaster Recovery Plan and Service Continuation Plan
- Proactively improve security controls, security risk management and the reduction of security risks
- Integrate security aspects within all IT Security Management processes.
- Enforce information security across all sectors of the ICT Operations and associated user domains.
- Institute pre-emptive and reconstructive services in terms of information breaches and issues related to non-conformance to information security.
- Coordinate the development and delivery of awareness and training programme on information security matters for employees, other authorized users.

Management of ICT Security Environment

- Design, implement and maintain.
 - o Firewall Systems architecture.
 - o Anti-Virus Systems architecture
 - o Intrusion Detection Systems architecture
 - o Encryption Software architecture
 - o Patch Management architecture.
 - o Web Content Filtering architecture
 - o Email Content Filtering architecture.
 - o Remote Access Architecture (SSL VPN)
- Provide recommendations on new Security products/services.
- Monitor all areas relating to ICT security for policy transgressions and or intrusion attempts.

Information Security Compliance

- Serve as DTPC compliance officer with respect to information security policy.
 - Regularly review system activity logs to proactively uncover potential threats to DTPC data and systems, and to ensure that operational and administrative controls are functioning appropriately.
 - Review and authorize access requests beyond standard user access, e.g., highly privileged system access, access by external contractors, access requiring tokens, certificates and other forms of enhanced authentication, and "special cases", i.e., requests for non-standard access privileges.
 - Manage operational and incident trends and observations with regard to the evolution and dynamic management of DTPC's security services and capabilities.
 - Maintain appropriate security controls, measures and mechanisms for both the physical and logical access control to guard against unauthorised access to information.
 - Develop monitoring tools and monitor all usage of digital equipment to ensure compliance to DTPC Policies as well as E-Legal laws.
 - Conduct structured periodic audits into information security practices within the operational domains of ICT.
 - Conduct on-going monitoring of information security drivers and initiate disaster recovery measures if and when required.
 - Identify, advance and recommend risks associated with access to services, information and systems.
 - Manage compliance with regards relevant legislation such Protection of Information Act (POPI) No. 04 of 2013; as amended.
 - Develop and implement an incidence reporting and response system to address security incidents / breaches and respond to policy violations.
 - Evaluate and recommend new information security technologies and countermeasures against threats to information or privacy.
 - Manage ICT security application portfolio for utilisation and contract compliance
- #### Communications Management
- Communicate agreed service levels for services defined in the Selling Catalogue.
 - Keeps the Senior Manager ICTG informed on the status of high severity incidents.

Qualifications and Experience:

Diploma or equivalent in Information Technology or similar.
 Information Security Manager Certification will be beneficial - ISACA.
 ISO2700 Certification will be beneficial.
 Project Management certification will be beneficial.
 5 - 7 years of experience within IT security.

Essential Knowledge, Skills and Competencies Required:

- Code EB Driver's License.
- Knowledge of corporate governance principles.
- Knowledge of risk management concepts, frameworks, and methodology.
- Knowledge of applying models, tools, and methods.
- Knowledge integrating solutions.
- Knowledge of designing modular architecture.
- Knowledge of understanding digital technologies.
- Knowledge of applying Lean startup, Agile and DevOps methods.
- Knowledge ICT governance, COBIT standards, ISO standards and Enterprise Architecture.
- Knowledge of Maintaining Security and Risk management.
- Knowledge of providing technical support.
- High level of computer proficiency (MS Office)
- Judgement and decision making,
- Industry awareness,
- Systematic thinking,
- analysis and problem solving,
- Organisational commitment,
- Integrity, Reliability,
- Stress tolerance,
- Flexibility,
- Directing others,
- Written and oral communication,
- negotiation,
- Networking,
- Developing relationships,
- Organising, planning and prioritising,
- Customer, quality and results focused,
- Technical and professional knowledge / skills.

Additional Information

Closing Date: 26 April 2024
 Employment Equity : Preference will be given to Black candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.
 Recruitment and Selection Process
 The process will consist of the following steps:
 Shortlisting of CVs based on minimum requirements of the role.
 1st Round Panel Interview.
 Psychometric Assessment/s.
 Verification Checks; and
 2nd Round Panel Interview, if required.
 Verification Checks The following verification checks will be conducted:
 Criminal;
 Credit (position of trust), if relevant to position;
 Qualifications;
 Reference Checks;
 South African citizen;
 Valid driver's license; and
 Positive verification of current remuneration package.
 Remuneration and Benefits : R652,900 to R979,400 Total Cost to Company.
 Cellphone allowance of R1,189 per month.
 Non-guaranteed performance bonus.
 22 Working days leave per annum.
 Application Forwarding Details To apply, register on the KZN Provincial online e-Recruitment system at www.kznonline.gov.za/kznjobs and upload your CV.
 Alternatively, submit your application and CV to HR@dubetradeport.co.za with the job you are applying for in the subject.
 Applicants must use either the online e-recruitment system or email their application and CV directly to the provided email address.
 Only shortlisted candidates will be contacted. If you don't hear back from us within 2 months after the closing date, it means that your application was not successful.

How to apply

To apply please log onto the e-Government Portal: <https://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: KZNHelpDeskRecruit@KZNpremier.gov.za

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Disclaimer

DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

- a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.
- b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- c)Applications received after the closing date will not be considered.
- d)Please clearly indicate the name of the post and reference number of the position for which you are applying.
- e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.
- f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.
- g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.
- h)Only candidates who meet the requirements may apply.
- i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.
- j)Applications from Recruitment Agencies will not be considered.
- k)Applications sent to incorrect email address will not be considered.
- l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.
- m)The appointed candidate shall be required to sign a performance agreement.
- n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.
- o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.