

**INTERNAL AND EXTERNAL RE-ADVERTISEMENT**  
**VACANCY: IT NETWORK AND SECURITY SPECIALIST**

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The Office of the Ombud for Financial Services Providers (FAIS Ombud) was established by the Financial Advisory and Intermediary Services Act, 37 of 2002 (FAIS Act). Its objective is to consider and dispose of complaints in a procedurally fair, informal, economical and expeditious manner and by reference to what is equitable in all circumstances. The FAIS Ombud's offices are located in the east of Pretoria in Gauteng.

The FAIS Ombud seeks to appoint the following:

**IT Network and Security Administrator** to provide support and effective functioning in the office of the Ombud in the successful execution of the FAIS Ombud Strategic Information Technology objectives.

**Key Responsibilities:**

- Configure, manage and document LAN and WAN infrastructure;
- Manage and monitor IT network;
- Provide 2nd line system and software support;
- Design and implement effective IT network security architecture;
- Ensure that the design of IT security architecture as well as appropriate security controls are in line with the policies, processes, standards and procedures;
- Create a cyber-security road map and prioritize plans to implement;
- Document security administration procedures for the existing critical systems;
- Analyse and research trends of ICT Security incidents;
- Create and propagate IT security awareness and training programs among employees;
- Implement and manage Data Encryption;

[Call 080 111 6666 to anonymously report incidences of fraud at the FAIS Ombud](tel:0801116666)

Fairness in Financial Services: Pro Bono Publico

Kasteel Office Park, Orange Building, 2<sup>nd</sup> Floor, c/o Nossob & Jochemus Street, Erasmus Kloof, Pretoria  
P O Box 74571, Lynnwood Ridge, 0040  
Phone: (012) 762 5000 / (012) 470 9080; Fax: (012) 348 3447 / (012) 470 9097  
[www.faisombud.co.za](http://www.faisombud.co.za)



- Daily spot check on systems (firewall, cameras, network performance and monitoring tool) and keep management aware of any incident;
- Perform regular risk assessment and internal threat analysis on the network and keep management aware of the threat;
- Conduct Disaster Recovery tests bi-annually and issue test reports after each Disaster Recovery test;
- Conduct internal data recovery test on a quarterly basis;
- Assist in developing Disaster Recovery strategy for operating systems, databases, networks, servers & software applications;
- Ensure all stakeholders are informed and kept-up-to date of any ICT Security incidents;
- Provide support for internal and external auditors and examiners by preparing reports, gathering information;
- Implement and maintain security systems;
- Implement change management process in all ICT security changes;
- Provide feedback to IT Manager on IT Network Security posture of the organisation;
- Perform routine audits of network and security protocols; and
- Assist with any other duties as may be determined by management.

| KEY OUTCOME                         | KEY AREA                  | RESULT | KEY PERFORMANCE INDICATORS  |
|-------------------------------------|---------------------------|--------|---|
| <b>SECURITY AND RISK MANAGEMENT</b> | Management of IT Security |        | <ul style="list-style-type: none"> <li>• Management and monitoring of Anti-virus.</li> <li>• Ensure access control at the network layer with Encryption and User Authentication.</li> <li>• Ensure proper implementation and management of the Firewall and procedures.</li> <li>• Contribute to the developing, implementation and enforcing of the IT Security policy.</li> <li>• Perform regular updates on security patches.</li> </ul> |

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|                           |                       |  |
|---------------------------|-----------------------|--|
| <b>NETWORK MANAGEMENT</b> | Management of network | <ul style="list-style-type: none"> <li>• Scan network vulnerability and to ensure that recommendations are implemented and tested.</li> <li>• Install and support LANs, WANs, network segments, and maintain network hardware and software.</li> <li>• Monitor networks to ensure security and availability to specific users.</li> <li>• Ensure network connectivity throughout the organisation's LAN/WAN infrastructure is on par with technical considerations.</li> <li>• Contribute towards the design and deploy networks.</li> </ul> |
| <b>TECHNICAL SUPPORT</b>  | End-user support      | <ul style="list-style-type: none"> <li>• Responsible for systems security administration</li> <li>• Provide network and IT related security Support</li> <li>• Provide 2<sup>nd</sup> line desktop and network support</li> </ul>  |

**Qualifications and Experience:**

- B-Tech or Honours degree in Computer Science or Information Technology, Business information system and Information system A good understanding of networking and associated security vulnerabilities/security controls is essential;
- **A relevant internationally recognised security qualification is essential (e.g. CISSP/CISM/CISA);**
- Master's Degree will be an advantage;
- Application support will be an advantage;
- Network security management experience;
- Knowledge of wired and wireless technologies;
- 5 to 10 years' experience of IT security and network management;
- 5 to 10 years' experience in an IT environment;
- Knowledge and experience in ICT governance.



**Knowledge:**

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- Must be computer literate;
- Proficiency in Microsoft Office is a must;
- Good general office etiquette; and
- Knowledge of how the organisation functions.

**Behavioural attributes:**

- Integrity and the ability to deal with confidential information is essential;
- Result/output / deadline driven;
- Good interpersonal skills;
- Discipline and diligence;
- Must be a self-starter;
- Energetic and self-driven; and
- Ability to work well in a team.

Interested person should forward their CV's to [Applications@faisombud.co.za](mailto:Applications@faisombud.co.za) by no later than **21 December 2018**. Candidates who previously applied for the position and encouraged to re-submit their applications. Enquiries maybe directed to **Ms. Mpho Diako** at 012 762 5000.

In accordance with the FAIS Ombud's Recruitment Strategy, preference will be given to candidates from designated groups.

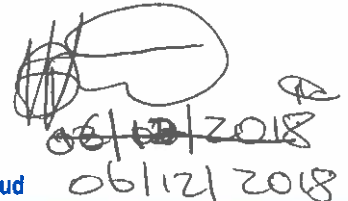
The Recruitment and Selection Strategy allows and encourages staff referrals in an instance where staff members know suitable external candidates for the advertised position.

Only shortlisted candidates will be contacted. Should you not hear form us within 30 days after the closing date, please consider your application unsuccessful.

Final candidates will be required to undergo a comprehensive background check, which may include security screening, psychometric testing and verification of credentials.

We reserve the right not to make an appointment.

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06/12/2018  
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