



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

15 August 2008

VACANCIES **(Head Office File 6/4/2/1)**

REFERENCE: 08/305/RM

**POST: DEPUTY DIRECTOR: INFORMATION SECURITY,
SECURITY COMPLIANCE AND INVESTIGATIONS**

CENTRE: NATIONAL OFFICE, PRETORIA

PACKAGE: R344 052 – R398 805 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- An appropriate three year Bachelor's Degree or equivalent qualification;
- Three years practical experience in Investigations or Security or Information Security management;
- Two years management experience;
- Sound knowledge of data maintenance procedures and data standards;
- A valid driver's license.

Skills and Competencies:

- Understanding of risk management, infrastructure, systems and databases;
- Computer literacy (MS Office);
- Excellent communication (written and verbal) skills;
- Strong leadership skills;
- Interpersonal, problem solving and motivational skills;
- Attention to detail and ability to work under pressure.

DUTIES:

- Facilitate the implementation of information security policy, procedures and standards,
- Ensure secure record keeping/safe keeping of classified and sensitive information;
- Provide counsel to various branches/regional offices on information security;
- Conduct information security and awareness programmes;
- Ensure that the Department complies with the MISS, ISO 17799, COMSEC and SACSA, MITS requirements;
- Conduct environmental scanning to anticipate information security risks;

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

- Maintain the departmental risk profile;
- Liaise with Information System Management Unit and Integrity Management unit to ensure maintenance of data quality and integrity;
- Monitor and analyse information in respect of security breaches and/or suspected or committed offences against the security policy;
- Detect and investigate breaches and vulnerabilities;
- Inspect and analyse reported security breach incidents;
- Educate and train employees in respect of crime trends and patterns affecting the Department;
- Maintain data of security breaches/investigations in a register;
- Assist the law enforcement agencies with information to prosecute the perpetrators;
- Liaise with HR (Employee Relations), Forensic investigation unit and integrity management unit in respect of relevant investigations and data base.

ENQUIRIES: Mr M Mugodo ☎ (012) 357 8747

APPLICATIONS: Quoting the relevant reference number, direct your application to:
Postal address: The Director-General: Justice and Constitutional Development, Private Bag X81, Pretoria, 0001.
OR
Physical address: Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria.

CLOSING DATE: **08 September 2008**

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act No. 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No. 55 of 1998) and relevant Human Resource policies of the Department will be taken into consideration. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process.

Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE