JOB SPECIFICATION

Information Security and Compliance Manager

Sureswipe is disrupting the payment industry making card acceptance easy and accessible to all independents retailers. We are a results driven organisation where high performance is acknowledged and rewarded. An entrepreneurial and self-learning mind-set is encouraged and individuals who take the initiative are recognised and appreciated.

At Sureswipe we do things differently because we know that no two businesses are alike and in order to stand out we need to offer a consistent experience and tangible value. Our vision is to become the favourite payments service provider to all independent retailers across South Africa. Why? Because they work so hard at building and growing a business, that they shouldn't have to work hard at getting paid. To deliver our consistent client care means that we are passionate about our people. Investing in those who take the initiative and who understand and are acceptable to the changing dynamics of a business. If you're a determined self-starter with a curious and pro-active nature then Sureswipe is a fit for you.

Our organisational atmosphere is fast paced and energetic albeit sometimes a little noisy. We have a start-up culture and often have fun. Our team is passionate about client experience and are determined to make a difference in the lives of independent retailers by helping their business grow and succeed. In short we burn for independent retailers.

PURPOSE OF THE ROLE

The Information Security and Compliance Manager is responsible for end to end ownership of the company's security function – which includes the hands on administering of the company's Information security and PCI compliance requirements. The role is strategic and executional, in that security roadmaps need to be defined and implemented by the role in accordance with the company's goals and objectives.

The role also serves as an advisory and audit function to ensure that security policies are being adhered to and implemented across the organization in accordance with set standards as determined by internal policy or applicable external councils. Key to the role is the ability to generate regular management reporting on security risks, collaborate with internal and external teams to apply mitigating actions in a timeous manner in order to maintain all compliance targets and certifications.

RESPONSIBILITIES

Planning

- Collaborate with senior leaders to craft the company's security roadmap
- Document, implement and continually review the company's Information Security Policy
- Document playbooks for security incidents
- Keep abreast of latest security threats, intelligence and hacker methodologies in order to anticipate and mitigate the risk of security breeches
- Develop security and compliance training plans for employees
- Participate in the planning of all IT deployments across teams with a view of identifying and mitigating security risks

Executing

- Management of information security aspects such as operating system hardening, vulnerability management, anti-virus management, patch management and network intrusion prevention management.
- Perform daily operational checks related to security incidents and exceptions raised
- Identify and mitigate all security risks of related to components that are in scope for compliance
- Collaborate with other teams to ensure that the company remains complainant with the information security policy and PCI standards
- Implement tools that allow for continuous monitoring of the security aspects of the environment
- Manage, support and monitor all internal security related products
- Ensuring that the day to day operational security requirements are met by the relevant teams

Assessing

- Responsible for the maintenance of the company's PCI certification and for co-ordination of annual audits
- Perform risk assessments on the company network and all IT systems and implementations- collaborate with relevant teams to mitigate the risk of unauthorised systems or data access
- Conduct internal security, PCI, and vulnerability assessments: address any gaps timeously
- Ensure that terminal software security standards are adhered to as per PCI standards
- Ensure that the terminal fleet are compliant with the relevant terminal standards (PCI SSC, PASA etc)

Reporting

- Weekly management reporting on all aspects of the security function
- Track and report security risks and the progress of mitigation plans
- Track and report on global security trends and methodologies used for security breeches
- Report on security incidents and advise on controls that should be / have been implemented to mitigate risk of future incidents

  Note: This role will have no direct reports – this may change as the business need scales

QUALIFICATIONS

Minimum Requirement is at least one general security qualification:

- CISSA towards CISSP or
- CISM or
- Information security management
- Security +
      Or similar

In addition,

- Any PCI SSC qualification is highly advantageous
- any security product qualifications from major vendors will be advantageous

EXPERIENCE

- Minimum 5 years technical experience as an information security analyst
- Experience as a PCI ISA or QSA is advantageous

KNOWLEDGE

- Prior working knowledge of PCI (implementation or audit) is highly advantageous
- Prior participation in crafting and implementing an information security roadmap is advantageous
- Information security best practice knowledge
- Powershell or batch scripting skills would be advantageous
- Working understanding of networking principles and methodologies

SKILLS AND ABILITIES

- Ability to work and communicate effectively under pressure
- Ability to work under pressure and display initiative
- Excellent people and communication skills
- Excellent troubleshooting skills
- Project Management skills
    - organised
    - deadline orientated
    - stakeholder management
    - negotiation
    - confidence
    - active listening
    - influencer
    - understands and conveys urgency
- Proactive, can do attitude
- Technical report writing skills

LONG TERM POTENTIAL OF THE CANDIDATE

Growth opportunities at Sureswipe are wide and varied. We are a dynamic and growing company that rewards great performance with not only the standard progression (take-my-boss'-job) path, but also offers exciting opportunities in group companies to those wishing to expand their horizons.

REFERENCE REQUIREMENT

External applicants must supply 2 current references (minimum 1 written) at the time of interview.