Vacancy

FIRST CAPITAL
TREASURY SOLUTIONS
(Pty) Limited

Information Systems Officer

About The Vacancy

First Capital, a home-grown Fund Manager, is looking for an Information Systems Officer who will be ultimately responsible for the IT infrastructure. Reporting to the Chief Executive Officer, this is a Middle Management position, and the incumbent is expected inter alia to perform the duties below:

Key Duties

- Plan, manage and implement new or trending technologies, systems and best practices.
- Manage network environments, protocols and technologies, including switching, routing and security over LAN, WAN and WLAN.
- Windows Server & Linux System Administration (AD, DNS, DHCP, GPOs and File Services).
- Configuration and troubleshooting of backup systems/solutions (VEEAM).
- Develop, implement, test/maintain the Disaster Recovery and Business Continuity Plan/Strategy.
- Participate in and implement the IT Risk Register assessment/s, regulatory and compliance audits.
- Develop, monitor and mitigate IT risks and vulnerabilities through remediation plans.
- Server virtualization, high-availability and replication using Hyper-V and Vmware.
- Maintenance of telecommunications systems (PABX, VOIP, Video).
- Exchange, SharePoint, Azure AD, Office 365, AWS and other Cloud services.
- Manage firewalls, endpoint security solutions and security policies (mitigate internal and external attacks).
- Develop, manage and monitor Cybersecurity and Incident Response Plans, IDS, IPS and SIEM infrastructure.
- Management of IT support contracts (SLA's), software license agreements and regular reviews.
- Develop and maintain an efficient and effective Help Desk System (Technical Support SCLs).
- Administration, design, streamlining and maintenance of Home Loan and Investment Management systems, workflows and processes.
- IT & Corporate strategy formulation, cascading, implementation and reporting to aid management decision making.
- Crisis management and controls for complex technical hardware or software problems.
- Spearhead digital innovation & technology.
- Lead technical projects, budget, scope and deliverables.

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Key Educational & Competency Requirements

- BSc Hons in Computer Science/Information Systems/Technology
- A Master's Degree in Computer Science/Microsoft Certifications can be an added advantage.
- Experienced and certified with COBIT 5 Framework and Balanced Scorecard/Similar (Strategic Planning).
- At least fifteen (15) years of practical experience, of which five (5) years should have been in a managerial position.
- At least five (5) years of Mortgage Lending systems, workflows and operations experience.
- Strong understanding of Portfolio Management Systems, Fund Accounting, CRM and investment operations.
- Experience supporting or participating in regulatory audits, IT risk assessments, and compliance reporting.
- Strong Business continuity and disaster recovery implementation on a strategic basis.
- Strong Windows Server & Linux System Administration.
- Strong Server Virtualization, high-availability and replication using Hyper-V & Vmware.
- Good working experience of Azure or other Cloud-Based (IAAS, PAAS, SAAS, DRAAS) environments.
- Decision making, innovative & analytical thinking.
- Good communication skills.
- Budgeting, planning & IT project management skills.
- Honesty, integrity, reliability, confidentiality.
- A Code BE driver's license is a must.

Previously disadvantaged persons are encouraged to apply.

Market-related remuneration packages commensurate with experience and qualification are offered. Interested candidates should forward their resumes, accompanied by Certified Copies of ID, Educational Qualifications, including three contactable references, in strict confidence to:

Email: hr@firstcapitalnam.com

Closing date for applications: 18 June 2025

FCTS is an equal opportunity employer.

The advert has minimum requirements listed. Management reserves the right to use additional/relevant information as criteria for shortlisting. Applicants who do not receive any response within three weeks after the closing date must accept that their applications were not considered favourable. FCTS regrets that it cannot return documents.

No late applications will be accepted.

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