South African Weather Service

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The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

ICT Security Administrator (24 Months Contract)

Paterson Grade: C5

Salary total package: R516 044.00 – R683 793.00

Centre: Centurion

(Ref. WS06/082026)

Job summary:

The ICT Security Administrator is responsible for the administration, monitoring, implementation, and operational support of cybersecurity controls, technologies, and processes across the South African Weather Service. The role supports the Information Security Specialist in protecting the confidentiality, integrity, and availability of information assets through security operations, vulnerability management, identity and access management, incident response, compliance monitoring, cyber resilience activities, and cybersecurity awareness initiatives. The role further supports regulatory compliance, audit requirements, security reporting, and continuous improvement of the organisation's cybersecurity posture.

Key Performance Areas:

Strategy and Policy Compliance

- Support the implementation and execution of the ICT Security Strategy.
- Monitor compliance with POPIA, the Cybercrimes Act, ISO 27001, King IV, and applicable government regulations.
- Assist with the review, maintenance, communication, and implementation of information security policies, standards, procedures, and guidelines.
- Support internal and external audit activities by providing required information, documentation, and audit evidence.
- Maintain cybersecurity risk, compliance, and audit registers.
- Track audit findings, corrective actions, and remediation activities to closure.
- Support cybersecurity risk assessments and monitor mitigation actions.

Security Operations and Threat Management

- Administer and monitor cybersecurity technologies, including firewalls, endpoint protection, anti-malware solutions, intrusion detection and prevention systems, secure email gateways, SIEM platforms, and cloud security tools.
- Monitor and analyse security alerts, logs, and events generated by security systems.
- Investigate suspicious activities and security events in accordance with approved procedures.

Identity and Access Management

- Administer Active Directory, Microsoft Entra ID, and related identity management platforms.
- Provision, modify, suspend, and revoke user access based on approved requests.
- Perform user onboarding, transfer, and termination activities in accordance with approved procedures.
- Manage and maintain privileged user accounts and access records.
- Administer Multi-Factor Authentication (MFA) and Conditional Access policies

Vulnerability and Security Configuration Management

- Conduct approved vulnerability scans on servers, endpoints, network devices, cloud services, and applications.
- Monitor, record, and track identified vulnerabilities and remediation actions.
- Support vulnerability assessments and remediation activities across ICT environments.

Business Continuity and Cyber Resilience

- Support Disaster Recovery and cyber resilience initiatives.
- Support periodic reviews of cyber recovery readiness and recovery capabilities.
- Participate in Disaster Recovery planning and testing activities.
- Execute approved cyber recovery and disaster recovery procedures when required.
- Monitor and review backup security controls and backup protection measures

Security Awareness and Training

- Support the implementation of cybersecurity awareness programmes and campaigns.
- Coordinate and facilitate user awareness initiatives and awareness events.

Cybersecurity Reporting

- Produce monthly operational cybersecurity reports and dashboards.
- Compile and maintain cybersecurity performance statistics and metrics.
- Report on security incidents, vulnerabilities, patch compliance, access reviews, awareness activities, and remediation progress.
- Maintain cybersecurity records, evidence repositories, and reporting databases.
- Monitor and report cybersecurity operational trends and recurring issues.

Required minimum education / training:

- National Diploma in information technology, Computer Science, Cybersecurity, Information Systems or related field, Degree will be an added advantage.
- Cybersecurity certifications (often advantageous or required), such as:
  - Microsoft SC-200 Security Operations Analyst
  - Microsoft SC-300 Identity and Access Administrator
  - CompTIA CySA+
  - Certified Ethical Hacker (CEH)

- Fortinet NSE/FortiGate Certification

Required Minimum work experience:

Minimum 3 years' experience in ICT infrastructure, ICT operations, cybersecurity, systems administration or network administration.

Please Note:

Enquiries for the above-mentioned positions must be directed to: Mr Denny Maluleke, at Tel. (012) 367 6764.

Register as user on our website using this link: https://www.weathersa.co.za/home/vacancies to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Closing Date: 09 September 2026

Important Information for Applicants:

- Recruitment agency submissions will not be considered.
- Applications must include a CV in PDF format.

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE-designated position, and preference will be given to **African males and females, Indian males and females, and Coloured females.** Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Weather Service is an equal opportunity employer.

Record Reference	HCM-ADVERT- SECURITY