## Main Purpose

To assist with the development, maintenance and support of application software for Retirement Capital.

## Position

The Information Security Manager reports directly the Information Security Manager.

The Information Security Manager position covers the following duties and responsibilities:

## Duties

1. Assist with software development in accordance with the departmental plan, company business plan and sales plan.
2. Contribute to software specifications and code.
3. Maintain and update software.
4. Provision of release notes and software documentation.
5. Maintain a record of all software development, amendments, changes and releases.
6. Provide pre- and post-sales technical assistance and expertise.
7. Assist in the production of customer sales proposals.
8. Maintain and promote adherence to the Quality Management System of Retirement Capital
9. Maintain a company calendar showing activity and whereabouts.
10. Assistance with
    * Software development
    * Local development environment
    * Internal & external enterprise applications administration
11. Device provisioning and support (Mac OS X, Windows, iOS)
12. Provision of Microsoft Office, Google Apps, etc.
13. Teleconferencing, IP telephones
14. Out-of-hours support on rotation

## Experience and Qualifications

## Minimum of three years’ experience as a software developer.

## Good Microsoft Office skills

## Java

## Linux server admin

## Version control

## Relational databases

## Knowledge of Google Apps desirable

## Internet-based data-exchange protocols (FTP, e-mail, REST, SOAP, APIs)

## Attributes

## Good organisational skills

## Good communication skills

## Good interpersonal skills

## Self-starter

## Work independently

## Attention to detail

## Ability to follow processes (and suggest improvements where identified)

Signature:

Date: 01/08/2019