

## Vacancy Executive IT Security Solutions ( LankaSign)

An ideal opportunity awaits for an individual who wish to pursue a career in IT Security Solutions, Digital Certificate Issuance and work with customers to enhance the quality of service of the operations. The person we are looking for is someone who should have the right attitude and the aptitude to attend to day-to-day operations of the Digital Certificate issuance, learn and apply new technologies and work with the vendors in implementing product changes, enhancements approved by the management. An IT savvy individual who has the flair to IT Security is the one we are looking for.

### Key responsibilities and accountabilities:

- Assist to manage and maintain all Digital Certification (**LankaSign**) related work including technical, systems and infrastructure
- Attend to day-to-day operations of LankaSign Certificate issuance and ensure timely release of certificates to end users
- Attend to approvals, renewals and revocations of Digital Certificates while following the approved process for same
- Maintenance of IT Security for all related systems as per the specified international standards.
- Work in coordination with External Services , Legal and other departments to resolve any clarifications regarding the issuance of certificates
- Maintaining up to date web content and assist in ISO 27001:2013 compliance requirements and related audits.
- Attend to JustPay queries, support issues, customer on boarding and server management and maintenance
- Attend to customer support queries and log service calls
- Assist with new IT security solutions from R&D to implementations to support

### Minimum Qualifications and Work Experience:

- Diploma in IT / Network or a similar qualification from a recognized institution
- 3 year experience in IT or IT Security work environment
- Knowledge in IT Systems, Best Practices, IT Security and PKI
- Knowledge in Android or Mac OS Security will be an added advantage

### Applications:-

Please email (preferable) or submit your CV with a cover letter including names and contact details of 2 non-related referees within 07 days of this advertisement to the e-mail address or postal address given below. Applicants e-mailing applications should state the post applied for in the subject field while others should state same at the top left hand corner of the envelope.

Head of HR & Administration

**LankaClear (Pvt) Ltd**

Level 18, Bank of Ceylon Head Office,

BOC Square, 1 Bank of Ceylon Mawatha, Colombo 01.

E mail: [careers@lankaclear.com](mailto:careers@lankaclear.com)

Web: [www.lankaclear.com](http://www.lankaclear.com)

(While we value all applications received only short-listed candidates will be called for interviews.)