



Senior Security Officer (CMS50/2022)

Salary: R181 599 per annum (Total package of R314005.00 per annum)

Centre(s): Pretoria

Requirements:

- Grade 12 or equivalent qualifications, PSIRA Certificate – Grade B plus three to five (3-5) years' experience in security operations.
- Ability to work long hours voluntarily.
- Ability to gather and analyse information.
- Proven leadership skills.
- Ability to develop and apply policies.
- Ability to work independently and in a team.
- Ability to lead multidisciplinary team.
- Good interpersonal relations skills,
- Ability to work under extreme pressure.
- conflict management and resolution and responsibility and loyalty

Duties:

- Monitor access control to prevent unauthorised entry in buildings and other premises.
- Authorisation of the equipment, documents and stores into or out of the building or premises.
- Inspect and report all none functioning of security measures (e.g. x-ray machines).
- Walk-through metal detectors, security lights, etc.
- Provide administrative and related functions.
- Provide security related services.
- Identify risks and threats to the security of the department.
- Provide information regarding incidents to investigating officers.
- Monitor and respond to alarm system.
- Report faulty equipment/systems.
- Ensure systems are functioning optimally through scheduled services.
- Conduct preliminary incident investigations and submit reports.
- Manage asset tracking and laptop tagging.
- Administer all control room operations to safeguard the department`s assets.

- Report all incidents and any identified non-compliance relating to security prescripts.
- Review of footages upon request through proper procedure.

Enquiries: Mr A Jordaan

Tel: 012 399 9156

For attention: Human Resource Management

Closing date: 09 December 2022

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- All applications must be submitted on a signed **new Z83 application form** (*click bold underlined text to download PDF form*) accompanied by a recent detailed curriculum vitae to be considered.
 - Please note that ***should you not use the newly amended Z83 and completed, initialed and signed in full, the department reserves the rights to disqualify your application.***
 - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **marked for the attention:** Human Resources Management.
 - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
 - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
 - Correspondence will be limited to successful candidates only.
 - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
 - Short-listed candidates will be expected to avail themselves at the department's convenience.
 - **Entry level requirements for senior management service (SMS) posts:**
 - In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants.
 - The course is available at the NSG under the name "certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>
 - Shortlisted candidates must provide proof of successful completion of the course.
 - Furthermore, candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
 - Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the DPSA directive on the implementation of competency-based assessments.
 - The person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
 - The department reserves the right not to make an appointment.
 - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.