



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 13 May 2024

NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996) the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: CHIEF SECURITY OFFICER REF NO. 130524/17
BRANCH: PROVINCIAL OPERATIONS: FREE STATE: CORPORATE SERVICES
SALARY: R308 154 per annum (Level 7)
CENTRE: Bloemfontein

REQUIREMENTS: A Senior / Grade 12 certificate. Security Grade B Certificate (Newly issued PSIRA registration, annotate registration on CV). Three (3) to (5) five years supervisory experience in a security environment. The disclosure of a valid unexpired driver's licence. Strategic and operational plan on security management. Computer literacy and skills in MS Office Software package. Knowledge of prescribed security legislation e.g., MISS, MPSS, Protection of Information Act, etc. Knowledge and experience of emergency procedures Policy implementation. Knowledge of prescribed security legislation e.g. MISS, Protection of Information Act, etc. Knowledge of emergency procedures. Knowledge in Occupational Health and Safety (OHS). Riot control and first aid competencies. Monitoring and evaluation principles. Research procedures and techniques on security issues. Good communication and listening skills. Interpersonal, and leadership skills. Accountability and ethical conduct. Investigation, and problem-solving skills. DUTIES: Implement security policies in line with relevant acts and National directives as determined by National Bodies. Manage total security functions (Private Security Service Providers according to Service level agreement (SLA) t Implement security policies in line with the relevant acts and National directives. Ensure security measures are in place and implemented properly. Promotes safety awareness in working environment. Ensures adequate support to subordinates. Ensures a culture of innovation and performance. Develops and implements a performance improvement suggestion scheme. Advises top management, as well as relevant sector bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the functions of the section. Ensures safety working environment. Implement security measures for the Department. Security policies implemented. Conduct risk analysis and security appraisals for National and Provincial Offices installations. Liaise with State Security Agency (SSA), South African Police Services (SAPS), other security agencies and DWS National Security Manager Develops strategic plan for the section. Ensure that security policies and safety rules are observed in a working environment.

Analyse working environment situation. Implement safety measures for the officials. Distribution of emergency procedures and fire safety programmes. Manages Human Resources within the section. Manages the development of individuals in subordinate positions. Ensures that HRD policies are applied for all staff members within the section. Strategic and operational management plans. Updated operational policy standards. Monitoring of security operations within the office responsibility. Promotes awareness programmes. Assists in Institutional Business planning support, appraisal, and monitoring. Liaise with fire Department regarding emergency procedures. Conduct the Security inspection. Assists with the promotion of health and safety programmes. Co-ordinate security training. Implement Security Systems that will improve safety awareness. Updated operational policy standards. Collaboration with stakeholders' safety measures. The investigation of all incidents that have occurred in the office and liaise with police where possible. Ensure equipment is available to ensure safe environment during emergency. Conduct investigations on theft. Analyse risk management. Implement safety measures for the officials in the Department. Compile monthly reports on OHS environment. Updated operational policy standards. Monitoring and evaluation reports. The rendering of security awareness programmes at all installations within the Department. Assists in the Basic implementation of security policy. Assists in the development of appropriate maintenance procedures through Best Practice. Assists in the organisation and facilitation of workshops to create awareness on policies and guidelines. Manages the facilitation of best practice learning in the country. Attends to ad hoc queries pertaining to OH and Safety programmes from both internal and external clients. Administers HRM, HRD and EE plan reports and submissions. Manages all admin functions within the section. Provides logistical support. Collaboration with stakeholders. Integrated knowledge management. Coordinate Security in events within the Province in accordance with The Safety at Sports and Recreational Events Act 2 of 2010 (SASREA).

Coordinate Vetting of personnel and Service providers in the region.

ENQUIRIES: Mr R Claassen, Tel No 051 405 9000

APPLICATIONS: Free State (Bloemfontein): Please forward your application quoting the relevant reference number to Provincial Head, Department of Water and Sanitation, Private Bag 528, Bloemfontein, 9301 or hand deliver at Department of Water and Sanitation, Corner Charlotte Maxeke and East Burger Streets, Bloem-Plaza Building, Second floor. For Attention: Ms. Z Gwetyana