



DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed applications will be accepted. Correspondence will be limited to shortlisted candidates only. If you have not heard from us within two (2) months of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). People with disabilities are encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Please forward your application, quoting the post reference number, to: The Provincial Head, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8801 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. FOR ATTENTION: Ms C Du Plessis
- CLOSING DATE** : **06 December 2019 TIME: 16:00**
- POST** : SENIOR SECURITY ADMINISTRATION OFFICER REF NO. 061219/55
- BRANCH** : CHIEF OPERATIONS OFFICE NORTHERN CAPE DIV: AUXILIARY SERVICES
- SALARY** : R 316 791 per annum (Level 08)
- CENTRE** : Kimberley
- REQUIREMENTS** : A National Diploma or Degree in Security Management. Three (2) to three (3) years Security related experience including security operations and supervisory role. Investigation background will be regarded as advantageous. Basic knowledge of organizational policies and procedures. PSIRA Grade "A" Certificate. (Attach certified copy). State Security Agency (SSA), Security Managers Course recommended. Security competency is required. Computer literacy at intermediate level is required. Knowledge of Electronic Security systems. Knowledge of Public Service Regulations Act. Knowledge of Security related legislations and regulations. Knowledge of investigation methodology and asset protection operations. Knowledge of Control of Access to public premises and vehicle Act, 1985 (58 of 1985). Knowledge of National Key points Act, 1980 (102 of 1980), Firearms control Act, 2000 and the OHS Acts, 1993 (85 of 1993). This incumbent must be prepared to work independently, shifts and work over weekends and Public Holidays. A valid driver's license. (Attached certified copy).
- DUTIES** : Assist with the implementation of physical security in term of Minimum Physical Security Standard (MPSS), Private Security Industry Regulatory authority (PSIRA), Safety at Sports and Recreational Event Act (SAREA) and National Key Point Act (NKP) in the department. Assist with the implementation of policies, strategies plans and procedures within safety and security management. Operational efficiency and service delivery improvement, within safety and security management. Assist with conducting Physical Security Assessment/Investigation, Security Awareness and submit an analytic report and ensure standardization of measures in the department. Assist with the coordination of security during departmental events and assist in advising management in security aspect during procurement of accommodation.
- ENQUIRIES** : Mr J Mashele, Tel No: 053 830 8800