



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 or e-mailed 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). "All SMS shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and 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 competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools" 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** : Department of Water and Sanitation, IBOM: Central Operations, Private Bag X273, Pretoria, 0001 OR hand-deliver at IBOM: Central Operations, 1st Floor Reception, Praetor Forum Building, 267 Lillian Ngoyi Street, Pretoria, 0001. For attention: KL Manganyi.
- ENQUIRIES** : Mr K Kalimashe, Tel: 012 741 7326.
- CLOSING DATE** : 29 April 2019 TIME: 16h00
- POST** : SENIOR SECURITY OFFICER (X 2 POSTS) REF NO. 290419/17
- BRANCH** : IBOM
- SALARY** : R173 703 per annum (Level 05)
- CENTRE** : Central Operations, (Pretoria)
- REQUIREMENTS** : Minimum - Grade 12. One (1) – two (2) years practical experience and knowledge in security environment (preferably at National Key Point). Grade C newly issued PSIRA Certificate and registration with PSIRA. National Key Point Certificate. (Attach certified copies). SAPS Firearm issued competency certificate (Rifle, Shotgun and Pistol). Valid Driver's license. (Attach certified copies). Computer literacy and skills in MS Office Software package. (Attach certified copies). Sound knowledge, interpretation and application of security code of conduct, security legislations and directives relevant to National Key Points, security operations and management. Good listening, communication, interpersonal skills, ability to interact with people at all levels and work in a team environment. Analytical thinking, problem-solving and excellent report writing skills. Accountability and ability to multitask. Work under pressure, willingness to travel and work extended hours. The incumbent must be prepared to work shifts and overtime when there is a need. Appointment will be subject to positive screening results and accepted by the NKP registrar.
- DUTIES** : Ensure safety and security to the lives, information, property, assets and security interest of the Department. Supervise access control functions. Ensure prohibition of unauthorized persons and dangerous objects from entering the building and premises. Ensure application of emergency procedures. Ensure prohibition of unauthorized removal of equipment's, information and assets from the building and premises. Handle documents and points of entry in accordance to classification and prescripts of security and National Key Points. Ensure that all incidents, illegal activities and security breaches are recorded and investigated in accordance to prescribed processes and procedures. Provide security related advisory services to management and officials. Ensure efficient record keeping, maintenance and retrieval of documents and reports. Provide operational and administrative assistance with regard to security activities, forums, trainings, vetting, risk assessments and security reports.

