



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 04 June 2021

Note: Interested applicants must submit their applications for employment to the e-mail 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 as well as copies of qualifications and Identity document (all documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 10mb) Subject title on the email must clearly display the reference number of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. 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. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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. 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 two (2) months of this advertisement, please accept that your application has been unsuccessful. 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: SECURITY OFFICER X3 POSTS REF NO: 040621/13

BRANCH: CORPORATE SUPPORT SERVICES

SALARY: R 122 595 PER ANNUM (LEVEL 03)

CENTRE: HEAD OFFICE, (PRETORIA)

REQUIREMENTS: An NQF level 3 Basic Education and Training (A Senior /Grade 12 certificate will be an added advantage). PSIRA Grade C registered. Knowledge of the access control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g MISS, MPSS, Protection of Information Act, etc). Knowledge of the relevant emergency procedures. Applicant must possess these skills (report writing skills, investigation, riot control, effective communication, searching and emergency evacuation skills) as well as first aid and fire prevention competencies. Two (2) years exercise in Security industry.

DUTIES: Perform access control functions by controlling access and egress and determining visitors have appointment or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the access control register is controlled and issue control documents/cards as required. Escort visitors to the relevant employee/venues where required. Operate X-Ray machines in performance of access control to detect unauthorized and dangerous equipment (e.g fire arms and dangerous objects) where required. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Perform proper lockup for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all the identified security breaches and non-compliance to the supervisor. Ensure safety in the building and the premises through undertaking building and the premises patrol to identify and check that doors are locked and unlocked as required, water leaks and taps are closed, fire hazards, exposed electrical contacts and other fire hazards emanating from, for instance chemicals. Lights, on and off as required, suspicious objects and packages. Apply emergency procedures (in situation like bomb scares, riots etc.) and alert emergency services department management. Monitor and respond to the alarm system. Ensure that equipment/assets and documents do not leave or

enter the building or premises unauthorized. Records should be in place by completing or ensuring that registers to control the movement of the equipment, stores and documents are completed. Ensure that no equipment/assets and documents of the department leave the building/premises unauthorized. Inspect vehicles entering and leaving the premises. Gather information and report on missing or stolen equipment and assets. Handle documents and point of entry according to classification and the prescripts. Ensure that all incidents are recorded in the occurrence book/register by handling incidents reports according to classification and prescript. Operate control from room security equipment through monitoring of all movements. Events, and activities within the department's premises using CCTV equipment's. Ensure that security system are in good working condition. Immediately report all incidents monitored, report to supervisor. Monitor all access point for effective access control. Report all identified non-compliance to security policy and procedure to improve office security.

ENQUIRIES: Mr. M Buys Tel No: (012) 336 8321

APPLICATIONS: Head Office (Pretoria): Please email your application quoting the relevant reference number to: recruitment@dws.gov.za For attention: Ms L Mabile