



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

### DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 8 July 2022

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. 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. 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. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. A SAQA evaluation certificate must accompany foreign qualification/s. 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 three (3) 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: SENIOR SECURITY ADMINISTRATION OFFICER REF NO 080722/02

BRANCH: CORPORATE SUPPORT SERVICE DIR: SECURITY MANAGEMENT

SALARY: R321 543 per annum (Level 8)

CENTRE: Head Office (Pretoria)

REQUIREMENTS: A National Diploma or Degree in Security Management / Policing / Correctional Sciences / Law. Experience in the field of information Security in lieu of qualifications. PSIRA Grade A Certificate / Police / Correctional or Military training. Members of SAPS / Defense or Correctional Service upon appointment is mandatory to register with PSIRA. State Security Agency (SSA) Security Managers Course recommended. Valid driver's license. Two (2) to (3) three years Security related experience including security operations, and supervisory role. Investigation background will be regarded as advantageous. Security competency is required. Computer literacy at intermediate level is required. Knowledge of Electronic Security Systems. Knowledge of Public Service Regulations Act and Security related legislations and regulations. Knowledge of investigation methodology and asset production operations. Knowledge of control of access to public premises and vehicle Act, 1985 (53 of 1985), national key points act, 1980 (102 of 1980), firearms control act, 2000 and OHS acts, 1993 (85 of 1993). Knowledge protection of information act, 1982 (84 of 1982), ISO 7799, BS 17799 and SASRIA. Knowledge promotion of access to information act 2000 (2 of 2000), national archives of South Africa act, 1996 (43 of 1996), criminal procedure act, 1977 (51 of 1977) and trespass act, 1959 (6 of 1959). Knowledge of minimum physical security standard (MPSS). Knowledge of minimum information security standard (MISS) approved by cabinet in 1996. Knowledge of constitution of the Republic of South Africa 108 of 1996. Strategic capability and leadership. Programme and project management. Financial (Procurement and Managing contracts), change and knowledge management. Service delivery innovation, problem solving and analysis. People, conflict management and empowerment. Client orientation and customer focus. Good communication skills both (verbal and written). Accountability and ethical conduct. Presentation skills. Top secret security clearance is required or should be obtainable within a year of appointment. Grade A (PSIRA) in compliance to private security regulatory authority SAMTRAC. Prepared to work irregular hours. Extensive travelling.

DUTIES: Assist with Policy and SOP development and Monitoring. Compiling of Procurement Plan, annual budget and monitoring thereof. Management of training and development for the directorate. Conduct Security Threat and Risk Assessment, investigation and coordination of department events.

ENQUIRIES: Mr. M Buys, Tel No: 012 336 8321

APPLICATION: Head Office (Pretoria): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria. For Attention: Ms L Mabole