



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION
CLOSING DATE: 13 OCTOBER 2023

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, driver's 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 driver's 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. A 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. 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 emailed 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: SECURITY OFFICER REF NO: 131023/28

BRANCH: CORPORATE SUPPORT SERVICE DIR: SECURITY MANAGEMENT

SALARY: R147 036 per annum (Level 03)

CENTRE: Pretoria Head Office

REQUIREMENTS: A Senior / Grade 12 certificate. PSIRA Grade C certificate as compliance to Private security regulatory authority. Two (2) to (3) three years' experience in the field Security industry. Knowledge of access control (control of access to public premises and vehicle Act), movement of equipment or assets and stores. Knowledge of prescribed security procedures e.g., MISS, MPSS, Protection of information Act and Security related legislations/regulations. Knowledge of emergency procedures.

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., firearms and dangerous objects) where required. Ensure that unauthorized persons and dangerous objects do not enter the building/premises. Perform proper lockups 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 eg 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. The successful candidate would be required to work shifts night shifts including weekends and public holidays.

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

APPLICATIONS: Pretoria (Head Office): 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, 0001. For Attention: Planning, Recruitment and Selection unit.