



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 14 July 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: SENIOR SECURITY ADMINISTRATION OFFICER REF NO: 140723/04

BRANCH: Corporate Support Service Directorate: Security Management

SALARY: R359 517 per annum (Level 08)

CENTRE: Head Office Pretoria

REQUIREMENTS: A National Diploma or Degree in Security Management. Three (3) years Security related experience including Physical Security (Operations), Information Security and Supervisory Role. Security in lieu of qualifications. PSIRA Grade A compliance to private security regulatory authority and SAMTRAC Certificate. State Security Agency (SSA) Security Managers Course recommended. Valid driver's license. 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 protection 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, 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. Prepared to work irregular hours and extensive travelling

DUTIES: Responsible for Security operations and administration. Conduct Security Threat and Risk Assessments, Managing and monitoring of Inhouse Security and Security Contracts, conduct sites visits/inspections, conduct security investigations on incidents and security breaches submit an analytic report and ensure standardization of measures in the department. Lease with external Security Law Enforcement such SAPS, SSA, Intelligence etc, coordination event management security planning in terms of Safety at Sports and Recreational Event Act, compile monthly reports, conduct security awareness, implement security policies and monitor compliance thereof. Assist with the 163 implementation of physical security in term of Minimum Physical Security Standard (MPSS), Assist with the implementation of policies, strategies plans and procedures within security management. Operational efficiency and service delivery improvement within security management.

ENQUIRIES: Mr. M Buys, Tel: 012 336 8321

APPLICATIONS: 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 0001. For Attention: Planning, Recruitment and Selection unit