



REPUBLIC OF SOUTH AFRICA

Department of Health
Private Bag X828
PRETORIA
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STAFF CIRCULAR MINUTE NO Z3 OF 2016

VACANT POST OF SECURITY OFFICER
(Reference number Z3 of 2016)

NOTE: THIS POST IS ADVERTISED IN THE NATIONAL DEPARTMENT OF HEALTH AND IS ALSO OPEN TO NON-EMPLOYEES WHO MEET THE REQUIREMENTS AS INDICATED. PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY.

SALARY : R119 154 per annum

OFFICE : Chief Directorate: Corporate Services. Directorate: Security Services.
Pretoria.

REQUIREMENTS : *A Senior Certificate (Grade 12) or equivalent NQF 4 Certificate and Security Grade C or SAPS training certificate *A tertiary qualification in Security/Police or Criminal Justice studies will be an advantage *At least one (1) year experience in Security Services *Knowledge of Control of Access to Public Premises and Vehicle Act, Criminal Procedure Act, Occupational Health and Safety Act, Protection of Information Act as amended, Public Service Act, Public Service Security Procedures and knowledge of contingency plans with regard to emergencies *Knowledge of security principles and regulations *Good communication (written and verbal), interpersonal, report writing, client relation, telephone etiquette and customer service skills *Ability to work independently and under pressure.


DUTIES : *Perform access control functions *Ensure that admission control register is completed and issue admission control documents/cards as required *Ensure safety in the building and premises *Undertake building/premises patrols *Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized *Inspect vehicles entering and leaving the premises *Ensure that all incidents are recorded in the occurrence book/register.

NOTE : Applications must be made on form Z83 (available on the website of the Department of Public Service and Administration) accompanied by a comprehensive CV and certified copies of qualifications (including Senior Certificate/Grade 12 Certificate regardless of the qualification requirement indicated in the advert), ID and driver's licence (where applicable). Applications must be handed in at Reception (Brown Application Box), Civitas building, corner of Struben and Thabo Sehume (formerly known as Andries) streets before the closing date. Please state the number of this staff circular minute on your application. No faxed or e-mailed applications

will be considered. Applications received after the closing date and those that do not comply with the requirements will not be considered. The department reserves the right not to fill this post. Applicants are respectfully informed that correspondence will be limited to short-listed candidates only. If notification of an interview is not received within three (3) months after the closing date, candidates may regard their application as unsuccessful. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. Should you be in a possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The Department will not be liable where applicants use incorrect/no reference number(s) on their applications. .

ENQUIRIES : Mr Lehotlo Mashalane at tel no (012) 395 8613.

CLOSING DATE : 17 October 2016.



DIRECTOR: HUMAN RESOURCES ADMINISTRATION
DATE: 04/10/2016

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