

NATIONAL DEPARTMENT OF HEALTH

The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).

- APPLICATIONS** : The Director-General, National Department of Health, Private Bag X828, Pretoria. 0001. Hand delivered applications may be submitted at Reception (Brown application Box), Civitas Building, corner of Thabo Sehume (formerly known as Andries) and Struben streets.Pretoria.
- FOR ATTENTION** : Ms N Sombinge
- NOTE** : Applications should be submitted on form Z83 obtainable from any Public Service Department and should be accompanied by a CV (previous experience must be comprehensively detailed) and certified copies of qualification certificates, service certificates, including ID and driver's licence. 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. It is the applicant's responsibility to have foreign qualifications and national certificates (where applicable) evaluated by the South African Qualification Authority (SAQA). The department reserves the right not to fill the post. The successful candidate will be subjected to personnel suitability checks and other vetting procedures. 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 Department will not be liable where applicants use incorrect/no reference number(s) on their applications.
- NOTE** : The Department of Health is registered with the Department of Labour as a designated Employer and the filling of the following posts will be in line with the Employment Equity Act (including people with disabilities).
- POST** : **SENIOR SECURITY OFFICER**
(REF NO: NDOH 29/2017)
- SALARY** : R171 069 per annum
- OFFICE** : Chief Directorate: Security Services. Directorate: Physical Security, Pretoria.

REQUIREMENTS : *A Senior Certificate (Grade 12) or equivalent NQF 4 qualification plus 1 year certificate/diploma in security management or related qualifications *Registration with PSIRA Grade C *At least two (2) years experience in a security environment *Knowledge and application of security related policies/guidelines, Minimum Information Security Standards (MISS), Occupational Health and Safety (OHS), Public Service Act, contingency plan with regards to emergencies and participate in evaluation drills and fire prevention *Good communication (written and verbal), decision-making, telephone, client relations, report writing and problem solving skills *Computer literacy *Must be prepared to work nightshifts, overtime and weekends.

DUTIES : *Ensure compliance to security procedure, Miss Document and applicable legislation within the public services *Investigation of security breaches *Compile reports regarding security breach incidents for the attention of the Security Manager *Handle all performance and administrative duties of operational security *Compile all relevant security registers required in terms of security regulations and procedures *Monitoring and implementation of Control of Access to Public Premises Act within the department *Ensure that access control measures are strictly applied and compiled with *Maintain good work relations with security regulating institutions and NGO's *Ensure that communications with stakeholders is maintained *Supervision of operation security personnel *Draft work plans with subordinates and agree upon work plan.

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

CLOSING DATE : 20 March 2017

CLOSING TIME : 12:00 Mid day