

NATIONAL DEPARTMENT OF HEALTH

It is the Department's intension to promote equity (race, gender and disability) through the filing of this post with a candidate whose transfer /promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

APPLICATIONS:

The Director-General, National Department of Health, Private Bag X399, Pretoria. 0001. Hand delivered application may be submitted at Reception (Brown Application Box), Dr AB Xuma Building, 1112 Voortrekker Rd, Pretoria Townlands 351-JR or should be forwarded to recruitment@health.gov.za quoting the reference number on the subject e-mail

FOR ATTENTION:

Ms M Shitiba

NOTE:

All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise for SMS posts, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment batteries. Applications should be submitted on the new Z83 form obtainable from any Public Service department and should be accompanied by a CV only (previous experience must be comprehensively detailed). The Z83 must be fully completed (in line with DPSA Practice note), failure to comply will automatically disqualify the applicant. Applicants are not required to submit copies of qualification and other relevant documents on application. Certified copies of qualifications and other relevant documents will be requested prior to the final selection phase. Applications should be on one PDF format (If emailed). 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). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA). Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to fill the posts. 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.

POST

: **PHYSICAL CONTROL SECURITY OFFICER (REF NO: NDOH 78/2026)**

Please note that this is a re-advertisement. Applicants who have previously applied need to re-apply.

SALARY

: R 413 001 per annum (plus competitive benefits)

CENTRE

: Directorate: Security Services. Pretoria

REQUIREMENTS

: Grade 12 certificate (NQF4) and National Diploma (NQF 6) qualification in Security Management/ Policing or Security Risk Management as recognized by SAQA. Grade A PSIRA certificates. At least three (3) years' experience in security services at a supervisory level. Knowledge of Minimum Information Security Standard and other departmental policies/guidelines and procedural. Knowledge of Financial Management for Managers and departmental computerized ordering system (LOGIS and Doctrack System). Knowledge of general investigation functions and security policy. Knowledge of contingency plan with regards to emergency. Knowledge of Occupational Health and

Safety Act 85 of 1993, Criminal Procedure Act and government legislation. Good communication (verbal and written), planning, organization, decision making, people management, investigation, presentation, interpersonal relations, conflict management and computer skills (MS Office package). Ability to work independently and under pressure, as well as in a team. A valid driver's license.

DUTIES

: Conduct preliminary investigation before registering a file/case docket. Gather, verify, and coordinate information and documentation required for security investigations. Coordinate and liaise with internal and external stakeholders. Liaise with internal stakeholders on criminal cases, security breaches, losses, fraud, corruption, and misconduct within the Department. Coordinate and monitor operational and physical security. Maintain and safeguard confidential security files, reports, and case dockets in accordance with approved security protocols. Supervise the implementation of key control measures and ensure compliance with departmental key control procedures. Manage resources and audit queries. Creating of security registers for operational and physical security for access control measures. Administration of human resources matters and other tasks assigned by supervisor. Coordinate leave management processes and maintain leave plans for security personnel.

ENQUIRIES

: Dr T Nghonyama at tel no (012) 395 8746

CLOSING DATE

: 7 September 2026