Senior Security Officer (COO27/2019)

Salary: R208 584 per annum (Total package of R328 960 per annum/ conditions apply)
Centres: Cape Town

Requirements:

- A senior certificate.
- Extensive experience in security in terms of applicable legislation.
- A grade “C’ PSIRA qualification is required.
- A grade “B” and “A’ PSIRA qualification will be an added advantage.
- Computer literacy. Ability to function independently and work in a team.
- **Skills:** Good Communication and interpersonal skills. Must be able to understand and execute regulations and policies. Self-discipline and willingness to work 12 hour shifts (Day/Night) due to the nature of the job.
- Driver’s license will also serve as an added advantage.

Duties:

- The successful candidate will:
  - Perform access control functions for the department.
  - Perform control room duties.
  - Ensure safety of staff and visitors in the building and premises.
  - Perform receptionist services ensure that no equipment’s and assets of the Department leave the building/premises unauthorized and that all incidents are recorded in the occurrence book.
  - Perform control room and patrol duties.


- All applications must be submitted on a signed Z83 application form (click bold underlined text to download PDF form) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver’s License (if required) in order to be considered.
- **Applications must be forwarded** to the Director-General, Department of Environment Forestry and Fisheries, Private Bag X4390, Cape Town, 8000 or hand-deliver to 14 Loop Street, Cape Town.
- The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
- It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
- Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
- Following the interview and technical exercise, 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.
- Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
- All shortlisted candidates will be expected to avail themselves for an interview at the Department’s convenience.
- All candidates shortlisted for SMS post will be subjected to a technical competency 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, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools.
- The Department reserves the right not to make an appointment.
- No e-mailed, faxed or late applications will be considered.
- If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.