

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

APPLICATIONS : The Director General, Department of Public Works Private Bag X 65, Pretoria, 0001 or Public Works House Building, Cnr Church and Bosman Streets Building, Pretoria.

ATTENTION Ms NP Mudau

Security Officers (24 positions) (9 Months contract)

Ref No: 2015/58

Salary notch: R87, 330.00 per annum plus 37% in lieu of benefits

Centre: Head Office

Requirements: Grade 10 or PSIRA Grade D or proven extensive working experience. Familiarity with security legislations will be an added advantage. Basic communication; client liaison;
Knowledge: Control of Access to Public Premises and Vehicles Act 53 of 1985; OHS & First Aid; Basic literacy; basic communication. Knowledge of personnel movement within the work premises.
Skills: Being able to receive people and refer them as required; Basic Computer skills; Basic report writing skills; client orientation; Problem solving Being able to work in a team; Being able to work under pressure; Hardworking; high standard of integrity; excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.

Duties: Execute access and egress control of staff, visitors and assets-perform general reception duties; assist services of security contractors; verify the validity of access cards; identify and control unusual behaviour of employees and general public at the main entrance; handing over shift reports; issue visitors cards, verify, accept or refer documents and deliveries; secure departmental keys; verify asset removals. Verify accessories, damages on GG and lease cars. control and manage parking; provision of security awareness by informing staff and public about rules, regulation and laws governing work place. Execute surveillance duties-perform patrol duties; identify suspicious activities; search & identify explosive and hazardous substances; report physical risks, loopholes and incidents on the O.B; monitor CC TV in security control room; verify functionality of alarms system; verify functionality of evacuation emergency and exits; respond to alarms system.

Enquiries: Ms. S Mahlangu, Tel: 012 406 1650

Please note: The successful candidates will be subjected to a security screening (pre-employment screening and security vetting).

Note: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications should be submitted on Form Z83, obtainable Any Public Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. Please specify your reference number and the centre in your application. Please forward your application, quoting the relevant reference number, to the address mentioned.

Note: No faxed or e-mailed applications will be accepted.



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Closing date: 19 June 2015