



national treasury

Department:
National Treasury
REPUBLIC OF SOUTH AFRICA

CORPORATE SERVICE DIVISION

Senior Security Officer X 2

Remuneration Package: R173 703.00 – R198 612.00 per annum (Excluding benefits)

Reference: (Ref. S008/2020)

Pretoria

The incumbent will be required to: To ensure the safeguarding and protection of lives, property and information within the premises of the National Treasury by conducting access control, internal and exit control.

Qualifications and Requirements: Senior Certificate (Grade 12), coupled with a Security Officers Board/ PSIRA Grade A certification • Minimum 3 years experience in the Physical Security; • Knowledge of Minimum Information Security Standards; • Knowledge of Fire Arms Control Act, Protection of Information Act, Control of Access to Premises and Vehicles Act, Trespass Act and Occupational Health and Safety Act.

Some key Outputs include: Physical security functions: Compile, implement and manage shift plans • Supervise personnel of a private security company contracted to the National Treasury. • Perform duties as a shift leader. • Implement access control policy and procedures. • Arrange escorts of employees between National Treasury buildings • Facilitate the escorting of visitors in the building • Implement asset control system • Monitor removal permits completed by employees • Enforce key control procedures and ensure proper maintenance of records • Conduct inspections in the building • Ensure implementation of access control in official NT parking areas. **Control room functions:** Ensure implementation of access control in official NT parking areas Perform security surveillance and monitoring duties in the

The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts 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. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



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control room • Assign access cards to employees and visitors • Draw access report from the Electronic Security System • Identify access control breaches and report to management. • To liaise with National Treasury employees on behalf of Security Management Unit. **Health and Safety:** Identify and investigate health and safety deficiencies and report to SAO: Physical Security • Act as Chief Contingency Officer until the arrival of the relevant person during emergencies • Inspect security and fire equipment and ensure that they are in good condition daily. • Participate in emergency evacuations and drills. • Provide first aid assistance to NT employees. **General Operational Administration:** Management of registers at access points • Ensure accurate filing of removal permits • Enforce the Service Level Agreement concluded between NT and the Private Security Company. • Address parades during shifts

Applications may be sent via e-mail to Recruit.CS@treasury.gov.za

Closing date: 17 February 2020 at 12:00 pm

Please note: We only accept applications sent via email to the above-mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.

Please also ensure that you read the full advert for guidance on how to send your applications.

For further information regarding the positions please visit our careers page:

<http://www.treasury.gov.za/careers/default.aspx> or contact Ms Unathi Mkapu , 012 315 5531

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