

**POST:** Security Officer

**LOCATION:** Auxiliary Services, Head Office, Pretoria

**LEVEL OF REMUNERATION** R155 148 per annum

**REFERENCES:** AS/08/2024 (43 posts)

**Post Requirements:**

- Applicants must display competency in the post-specific core functions of the post; Be fluent in at least two of the official languages, of which one must be English;
- Be a South African Citizen; Must have no previous criminal / departmental convictions or criminal / departmental cases pending; A
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;
- Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database on NQF level 4;
- Registration with the Private Security Industry Regulatory Authority (PSIRA);
- Be in possession of at least a Grade C security certificate or higher;
- Not declared unfit to possess a fire-arm;
- Be willing to undergo firearm competency training;
- Be willing to maintain firearm competency;
- Must have no criminal record or pending criminal / departmental cases; Degree / Diploma in the field of security will be an added advantage;
- Relevant courses in the field of the post as well as valid driver's license for at least a light motor vehicle will serve as an advantage;
- Be willing to work shifts and extended hours.

**Core Functions:**

- Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985);
- Positive identification of employees, visitors and contactors at the security access point;
- Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors;
- Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back;
- Keep the necessary visitor's register;
- Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened;
- Patrol buildings and fenced-off areas;
- Guard vehicles and equipment in the field – ONLY from a security point of view;
- Check all security equipment and facilities and take action, when necessary;
- Bring any deficiencies or problems with regard to security matters to the attention of senior security personnel.

**General:**

- The closing date for applications is **2024-09-20 at 16:00.**

- Only the official application form (available on the SAPS website ([www.saps.gov.za](http://www.saps.gov.za)) and at SAPS recruitment offices/Police Stations) will be accepted. All instructions on the application form must be adhere to. Failure to do so may result in the rejection of the application. The Z83 previously utilized will no longer be accepted.
  - **Applications must be e-mailed timeously. Late applications will not be accepted or considered.**
  - **The post particulars and reference number of the post must be correctly specified on the application form.**
  - A comprehensive *Curriculum Vitae* as well as well as **uncertified copies** of an applicant's ID document, motor vehicle driver's licence (where required), all educational qualifications obtained together with academic records thereof and service certificates of previous employers stating the occupation, must be submitted together with the application form.
  - Original documentations of short-listed candidates must be produced during the selection process as requested.
  - **Qualifications and driver's licences submitted will be subjected to verification with the relevant institutions.**
  - The South African Police Service will verify the residential address of applicants and conduct reference checks on all short listed candidates.
  - All short-listed candidates will be subjected to fingerprint screening.
  - **Short-listed candidates for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children's Act, 2005 (Act No 38 of 2005). A candidate whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post.**
  - Persons with previous convictions are excluded.
  - If a candidate is short-listed, it can be expected of him / her to undergo a personal interview and subjected to security clearance.
  - **Appointments will be made in terms of the South African Police Service Act, (Act 68 of 1995) and the Public Service Act, 1994 (Act 108 of 1994) as applicable to the post environment.**
  - Correspondence will be conducted with successful candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful.
  - The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- Application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

**Application forms must be forwarded to the following address(es):**

- **Hand delivered applications:** 231 Pretorius Street (At the Main Reception), SAPS Wachthuis Building, PRETORIA, 0001;
- **Posted applications:** The Section Commander: Security Services, South African Police Service, Private Bag X94, PRETORIA, 0001 for attention: Mrs Kagiso Sebetlele or Mr MJ Mmako. (Please note that **in the event that an application is posted, it must reach the indicated office before or on the closing date and time specified in the advertisement i.e. (2024-09-20 @ 16:00).**
- Enquiries can be directed to Mrs KA Sebetlele / Mr MJ Mmako at telephone: 012 393 1434 / 1789.

**We welcome applications from persons with disAbilities**

