

**POST:** Security Officer

**LOCATION:** Corporate Support Services, DPCI, Provincial Office, Nelspruit

**LEVEL OF REMUNERATION** R 131 622 per annum

**REFERENCES:** DPCI/MP/310/2021 (6 posts)

**Generic Requirements:**

- 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;
- Not declared unfit to possess a fire-arm;
- Must not have tattoos which will be visible when wearing summer uniform;
- Must have no previous criminal/departmental convictions or criminal or departmental cases pending;
- Be proficient in at least two (2) official languages, of which one (1) must be English;
- Must be a South African citizen;
- Applicant must display competency in the post-specific functions of the post;
- Applicants will be subjected to a vetting process which will include security screening;
- Degree / Diploma in the field of security may be an advantage;
- Relevant courses in the field of the post as well as valid driver's licence for light motor vehicle may be an advantage;

**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 officers, employees, visitors and maintenance personnel before they are allowed to enter the premises;
- 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;
- Control the admission of vehicle(s) in fenced-off areas;
- Patrol buildings and fenced areas;
- Guard vehicles and equipment in the field;
- Supervise cleaners and maintenance personnel - 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;
- Render assistance to security offices in the performance of duties;
- Be willing to work shifts and irregular hours.

**GENERAL:**

- Only the official application form (for salary level 1-12) which will be available at all SAPS Offices, Stations and may also be downloaded on the SAPS website ([www.saps.gov.za/careers](http://www.saps.gov.za/careers)) will be accepted. All instructions on the application form must be adhered to; **failure to do so may result in the rejection of the application.**
- **The post particulars and reference number of the post must be correctly specified on the application form.**
- Comprehensive Curriculum Vitae must be submitted together with the application form.
- Copies of an applicant's ID document, all educational qualifications obtained must be attached to each application.
- Applicants will be subjected to fingerprint screening.
- **Due to lockdown restrictions on movement, uncertified documents will be accepted;**

- Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons, as well as persons with previous convictions, are excluded;
  - Appointments will be made in terms of the Public Service Act;
  - **It is the responsibility of the applicants to submit applications timeously to the correct physical/email address as provided below. Failure to which the applications would not be considered.**
  - The closing date for all applications is **2021-10-29 at 16:00**. **Late applications will not be accepted or considered.**
  - If an applicant is short-listed, it can be expected of him/ her to undergo a personal interview and such candidates may be subjected to security clearance.
  - Correspondence will be conducted with successful candidates only. **If you have not been contacted within 3 months after the closing date of this advertisement**, please accept that your application was unsuccessful.
  - The Directorate for Priority Crime Investigation is under no obligation to fill a post after advertisement thereof.
  - **Candidates short-listed 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 of Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to the post.**
- Application forms may be couriered or hand delivered and or emailed to the following addresses on or before the closing date (i.e: **2021-10-29 at 16:00**):

**Applications for DPCI: MPUMALANGA:**

**Hand delivered or couriered to:**  
17 Henshall Street, Stats House  
**NELSPRUIT**

**Applications emailed to:**  
[NgwenyaTP@saps.gov.za](mailto:NgwenyaTP@saps.gov.za) (for DPCI-Mpumalanga posts only)

**Enquiries can be directed to:**  
Colonel Mapyane and PPO NS Kanya  
Telephone number: (013) 759 1366 / 1376

- The contents of this circular must be brought to the attention of all personnel.

**We welcome applications from persons with disAbilities**

