

## DEPARTMENT OF CIVILIAN SECRETARIAT FOR POLICE SERVICE

*The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police service is committed to the achievement and maintenance of diversity and equity employment.*

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922, Pretoria, 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2<sup>nd</sup> floor, Pretoria at the Reception Desk. No late applications will be accepted.
- CLOSING DATE** : 25 August 2023
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. NB: Please ensure that your application reaches this office not later than 16h00 on week-days.

## OTHER POSTS

- POST 28/19** : **SECURITY OFFICER SUPERVISOR REF NO: CSP/17/2023 (X2 POSTS)**
- SALARY** : R202 233 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : NQF level 4 or 5 (A grade 12 certificate or equivalent). Security certificate (A minimum of 1 year of study), Grade B PSIRA Certificate. 3 years' security experience. Knowledge of access control procedure, prescribed security procedures, relevant emergency procedures, customer service principles and practices and handling confidential and classified documents. Communication (verbal & written), integrity and honest, accuracy, ability to work long hours, problem analysis and decision making.
- DUTIES** : Supervise the security functions performed by the security officers' /service providers, ensuring adherence to department security policies. Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all none functioning of security measures (e.g. X Ray machines, Walk-through metal detectors, security lights and etc.). Check incidents / occurrence books/registers and monitor and provide support in case of emergencies, determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Identify risks and threats to the security of the department and provide information regarding incidents to investigating officers, ensure systems are functioning optimally through scheduled services, conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets. Management of resources (Financial and Human).
- ENQUIRIES** : Mr M Maiko/Ms NM Sefiti Tel No: (012) 4931 390/ 012 4931 388
- POST 28/20** : **SECURITY OFFICER REF NO: CSP/18/2023 (X5 POSTS)**
- SALARY** : R147 036 per annum
- CENTRE** : Pretoria

<b><u>REQUIREMENTS</u></b>	:	Basic education (Grade 10/Abet) and Basic Security Officers course. Knowledge of access control procedure, prescribed security procedures, relevant emergency procedures, customer service principles and practices and handling confidential and classified documents. Communication (verbal & written), integrity and honest, accuracy, ability to work long hours, problem analysis and decision making.
<b><u>DUTIES</u></b>	:	Provision of access control in the Department. Determines whether visitors have appointments, contact the relevant employee to confirm the appointment, complete and ensure that admission control register is completed and issue admission control. Escort visitors to relevant employees / venues where required, identify suspicious conduct. Ensuring safety in the building and the premises. Undertake building / premises patrols, check locked and unlocked doors. Switch on and off the lights, when required. Ensure that no electronic equipment leave the building / premises unauthorised, gather information and report on missing and stolen equipment, assist visitors for parking in premises. Handle documents at point of entry according to classification and ensure that all incidents are recorded in the occurrence books.
<b><u>ENQUIRIES</u></b>	:	Mr M Maiko/Ms NM Sefiti Tel No: (012) 4931 390/ 012 4931 388
<b><u>POST 28/21</u></b>	:	<b><u>CLEANER REF NO: CSP/19/2023</u></b>
<b><u>SALARY</u></b>	:	R125 373 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 10 or ABET. Ccommunication (verbal & written), customer service orientation, integrity and honest and ability to work under pressure.
<b><u>DUTIES</u></b>	:	Provision of Cleaning Services. Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors, cleaning walls, windows and doors. Emptying waste bins or similar containers, transporting waste material to designated collection points and mopping floors with wet or damp mops. Cleaning the rest rooms. Refilling hand wash liquid soap, replace toilet papers, hand towels and refreshments. Empty and wash waste bins. Report and maintain machines and equipment, cleaning of machines (vacuum cleaners, etc.) and equipment after use. Request cleaning materials.
<b><u>ENQUIRIES</u></b>	:	Mr M Maiko/Ms NM Sefiti Tel No: (012) 4931 390/ 012 4931 388