

# National Department of Tourism

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts.

**APPLICATIONS:** Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria. Applicants may alternatively submit by email to [recruitment@tourism.gov.za](mailto:recruitment@tourism.gov.za) (Maximum size of 5 MB)

**CLOSING DATE:** 08 January 2021 at 16:30 (Late applications will not be considered)

**NOTE:** E-mailed applications must only include a completed and signed Z83 form which is obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za](http://www.dpsa.gov.za), a CV with a font size of 10 and Arial theme font, a copy of the Identity Document, a copy of the Senior Certificate and the highest required qualification as well as a copy of a driver's licence where necessary. Attachments must be limited to 5 megabytes. Emails that do not comply with the above specifications will bounce back without reaching the department. Uncertified copies will be accepted when submitting your application, but shortlisted candidates must produce original/certified copies on the day on the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the candidate being disqualified. Correspondence will be limited to short-listed 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. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Shortlisted candidates may further be subject to a job related test.

**KINDLY NOTE THAT THE DEPARTMENT OF TOURISM WILL BE CLOSED FROM 24 DECEMBER 2020 UNTIL 3 JANUARY 2021. NO ACCESS WILL BE GRANTED INTO THE BUILDING DURING THIS PERIOD.**

**POST:** SECURITY OFFICER (DT24/2020)

**SALARY:** R 122 595 per annum, excluding service benefits (Level 3)

**CENTRE:** Pretoria

**REQUIREMENTS:** A Grade 12 certificate. Minimum of 2 years' working experience in an appropriate field. Grade C PSIRA certificate. Basic firefighting knowledge. Basic security officer's course. Experience in CCTV monitoring. Working knowledge of the MISS document. Ability to interpret and apply security policies, directives, procedures and prescripts. Ability to provide immediate solutions to problems. Good verbal and written communication skills. Ability to resolve conflict. Ability to take initiative and be creative. A valid driver's licence.

**DUTIES:** The successful candidate will be responsible for monitoring movement of personnel, visitors and contractors utilising CCTV; Controlling the movement of personnel, visitors and contractors; Determining whether visitors have appointments and contacting the relevant employee to confirm the appointment; Completing and ensuring that the admission control register is completed and issuing admission control cards as required; Operating X-ray machines where applicable; Locking and unlocking entrances; Ensuring that unauthorised persons and dangerous objects do not enter the building/ premises; Undertaking building patrols to identify and check: that doors are locked and unlocked as required, that water leaks and taps are closed, that there are no fire hazards or exposed electrical contacts, That lights are switched on/off as required; Applying emergency procedures and alert emergency services and the department's management in cases of an emergency; Writing daily activity and irregularity reports; Monitoring and inspecting vehicles entering and leaving the premises; Ensuring that no equipment, stores and assets of the department leave the building; Ensuring that the occurrence book is kept up to date and that all incidents and reports are recorded; Ensuring that the visitors and the after-hours registers are completed and kept up to date. Completing the mail/parcel register when required to do so.

**EE REQUIREMENTS:** Preference will be given to Coloured Male, Asian Male and White Male Candidates.

**ENQUIRIES:** Mr R Benadie. Tel (012) 444 6144