

NATIONAL DEPARTMENT OF TRANSPORT

Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan.

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 of hand deliver at the Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034. Employees are reminded to quote the relevant reference numbers/post number when applying for these posts.
- CLOSING DATE** : 22 May 2017
- NOTE** : Applications must be accompanied by form Z83, obtainable from any Public Service Department, (or obtainable at www.gov.za) and a recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates), as well as certified copies of all qualifications and ID document. Failure to submit the requested documents/information will result in your application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the posts. The successful candidates must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. All appointments are subject to the verification of educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates. All shortlisted candidates will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated to the candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

MANAGEMENT ECHELON

- POST 17/80** : **DIRECTOR: SECURITY SERVICES REF NO: DOT/HRM/2017/09**
(Branch: Administration (COO))
(Chief Directorate: Corporate Support)
(Directorate: Security Services)
- SALARY** : All- inclusive salary package of R898 743 per annum of which 30% can be structured according to individual needs
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor Degree applicable to Safety and Security Management at NQF Level 7 as recognised by SAQA coupled with relevant NIA Security Management Courses with 6 – 10 years security working experience of which five years must be at Middle Management Level in practical security management and strategic leadership environment. Experience in security management and operation measures is required. Note: The following will serve as strong recommendations: Leadership and management experience, Knowledge of the MISS and other relevant and applicable security legislation and regulations , Effective communication skills (written and verbal) at all levels, Report writing and presentation skills, Planning, organisational relationship and conflict management skills, Detection, analytical thinking , decision making and motivational abilities, Willingness to successfully attend prescribed training courses, Valid South African driver's licence, Prepared to travel and work irregular and long hours. Computer Literacy, Expected to sign an oath of secrecy and disclose a security clearance.
- DUTIES** : Develop and implement physical security and procedures, Manage physical security operations; Perform physical security risks assessments; Respond to and investigate security incidents and breaches; Manage the implementation of OHS Program, Fire Safety and Contingency Plan; provide physical security services to the Department; Develop and implement document personnel & communications security policies and procedures; Develop, implement and manage document classification and protection program; Develop and implement personnel security i.e. security screening vetting and vetting process; Develop implement and manage communication security; Develop, implement and manage educational security (security awareness); Render security services; Establish, implement and manage

security policy, administrative and organizational functions as per NKP requirements; Establish, implement and maintain security awareness, security personnel training and firearms and ammunition control program; Establish , implement and maintain Emergency Plan and Joint Operational Centre; Develop, implement and manage NKP physical security programme; Develop, implement and manage document, information and Communication Security ; Develop, implement and manage security screening and vetting process; Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Branch; Management of staff in the unit, as well as contractors; Establish and maintain governance and administrative system's continuity within the work of the Branch; Develop financial reports for forecasting trending and results analysis; Prepare and submit implementation plan; Evaluate projected spending plans; Monitor quality control of work; Ensure the compilation of the annual report and strategic plan of the directorate; Monitor the planning, organising and delegation of work; Ensure monitoring & evaluation is carried out in all areas of the directorate; Represent the Dot at various forums as requested and coordinate efforts and report back; Assist with security at various events; Assist high level staff to events with security.

ENQUIRIES

: Ms C Coetzee; Tel no: (012) 309 3493 761