

OFFICE OF THE PUBLIC SERVICE COMMISSION

The Office of the Public Service Commission is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Forward your application, stating the relevant reference number to: The Director-General, Office of the Office of the Public Service Commission, Private Bag X121, Pretoria, 0001 or hand-deliver at ABSA Towers, corner Pretorius and Lillian Ngoyi Streets, Pretoria or you can email your application to recruitment@opsc.gov.za.
- FOR ATTENTION** : Mr M Mabuza
- CLOSING DATE** : 16 March 2018 at 15:45
- NOTE** : Applications must be submitted on Form Z.83 obtainable from any Public Service department and should be accompanied by a recent updated comprehensive CV, certified copies of qualifications, Identity Document and driver's license. Should you be in possession of a foreign qualification(s), it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). The successful candidate will be required to obtain a top secret clearance issued by the State Security Agency. The OPSC will verify the qualifications and conduct reference checking on short-listed candidates. Correspondences will be limited to shortlisted candidates. If you have not been contacted within 3 months of the closing dates of this advertisement, please accept that your application was unsuccessful. Please take note that late applications will not be accepted.

OTHER POST

- POST 07/25** : **SENIOR SECURITY OFFICER NO: SSO/02/18.**
- SALARY** : R226 611 - R266 943 per annum (Level 7)
- CENTRE** : National Office, Pretoria
- REQUIREMENTS** : A National Diploma/Degree or equivalent qualification (New NQF Level 6 or 7) in Security Management or related field of security management. Minimum 3 years' experience in Security Supervisory level. Experience in the following specific fields of security: Physical Security, Information Security, Security Investigation, Occupational Health and Safety (OHS) and Competence which include the following: Human relations, people management and empowerment skills. Financial management and budgeting skills, client orientation and customer focus. Communication (verbal, written and presentation) skills. Policy analysis and development skills. Computer literacy and ability to train people. A valid driver's license.
- DUTIES** : The successful candidate: Will be responsible for: Assisting in developing, implementing and monitoring security, health and safety and security policies and procedures. Assist in developing OPSC security plan and designing security breach monitoring system. Advise the Assistant Director: Security Services on the amendments to security, health and safety policies. Identify all risks and threats to security of the OPSC as well as vulnerability in the OPSC's capacity. Creating, developing and maintaining training sessions of all officials. Run a security, health and safety awareness programme. Assist with monitoring the extent of adherence/compliance to the security, health and safety policies. Coordinate the process of vetting to all officials that have access to sensitive information of the OPSC. Advise on corrective/disciplinary steps in case of none compliance in line with OPSC's disciplinary code. Conduct physical security appraisals and ensuring proper implementation of recommendations, in consultation with the Assistance Director: Security Services. Liaise with relevant stakeholder i.e. State Security Agency (SSA), South African Police Services (SAPS), Private Security Industry Regulatory Authority (PSIRA), disaster management, etc. on all security related matters. Supervise Security Officers and support staff.
- ENQUIRIES** : MR F Thabethe Tel No: 012 352 1140