

## DEPARTMENT OF ENERGY

- APPLICATIONS** : The Director-General, Department of Energy, Private Bag X96 Pretoria, 0001 or hand delivered to Department of Energy Building, Corner Paul Kruger and Visagie Street (192 Visagie Street)
- FOR ATTENTION** : Mr. D Mbhokota/ Mr. T Kekana
- CLOSING DATE** : 28 September 2018
- NOTE** : Applications must be on a fully completed Z83 forms, signed and dated accompanied by a Comprehensive CV and certified copies of qualifications as well as ID. References should include present and former supervisors as well as their telephone, fax and e-mail addresses. Suitable candidates will be subjected to Personnel Suitability Checks (criminal record, citizen, credit record checks, qualification and employment verification). Confirmation of final appointment will be subject to a positive security clearance. All non SA citizens must attach a certified proof of permanent residence in South Africa. Due to the large number of responses anticipated, receipt of applications will not be acknowledged and correspondence will be limited to short listed candidates only. Applicants are advised not to send their applications through registered mail as the Department will not take responsibility for non-collection of these applications. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and proof must be attached thereof. It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department. All applications must be sent to the address provided above, and not to the specific region(s). The successful candidates will be required to sign a performance agreement within three (3) months of appointment. Should you not be contacted after 60 days of the closing date, please consider your application unsuccessful. NB email or fax applications will not be accepted.

## OTHER POST

- POST 37/02** : **SECURITY OFFICER**
- SALARY** : R165 563 per annum (Level 05)
- CENTRE** : Northern Cape (Kimberly)
- REQUIREMENTS** : A Senior certificate and Grade C PSIRA certificate with a minimum of 1 year experience in security operation and administration PLUS the following key competencies: Knowledge of: Security legislation, policies and procedures, Access control procedures, Safety precautions, Security Registers. Thinking Demand: Innovative and pro-active thinking, Analytical thinking. Skills: Problem solving skills, Communication skills (verbal and written). Personal Attributes: Discipline, Self-confidence, High level of integrity, Tact and interpersonal relation.
- DUTIES** : Conduct access control and monitor movements within the building. Monitor the movements of private and GG vehicles in the parking area and safeguard the parking area itself. Undertake building/premises patrols. Investigate and report breaches of security. Escort visitors to relevant employees or venues when required. Prohibit the unauthorized removal of equipment, documents and stores from building or premises.
- ENQUIRIES** : Ms. M Ratikane ☎053 853 4000