



the dpsa

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TO ALL DEPARTMENTS/PROVINCIAL ADMINISTRATIONS

BENCHMARK JOB DESCRIPTION AND GRADING LEVEL FOR THE JOB OF SECURITY OFFICER

1. The Minister for the Public Service and Administration (MPSA) directed that a co-ordination process should be followed if occupations or levels within occupations that are utilised by more than one department are upgraded as a result of job evaluation. This directive was communicated to executing authorities under cover of a letter dated 26 March 2004 (copy attached for your convenience). The co-ordination process was originally intended to ensure consistency in the grading of higher-level jobs. However, it is found in practice that there is great pressure to co-ordinate lower level jobs as well. To facilitate this process the MPSA directed that an alternative co-ordination process be followed with regard to lower level jobs. This directive was communicated to executing authorities under cover of circular minute 16/6/8/3 dated 14 July 2007 (copy also attached for your convenience).
2. A number of departments indicated that they are experiencing problems with regard to the grading of the job of Security Officer. The alternative co-ordination process referred to above was utilised to determine a benchmark job description and grading level for a job of Security Officer performing core security officer functions. The job description and grading level was consulted with all departments. The inputs received from departments were considered and the benchmark job descriptions and grading levels were supplemented with the inputs where justifiable. It was also endeavored to insert secondary functions in the job descriptions but no secondary functions could be identified or was mooted during the consultation process.
3. Following the afore-mentioned process, the MPSA approved that the benchmark job description, job evaluation results and implementation

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guidelines for a job of Security Officer be issued to departments/provinces as formal advice in terms of Chapter 1. Part III.1.4 of the Public Service Regulations, 2001. The benchmark job description and job evaluation results are attached as Annexure A. With regard to the implementation of the benchmark job description and grading levels, the following should be noted:

- (a) Departments must obtain the approval of their executing authorities for the amendment of the existing job descriptions, the regrading of the relevant posts (where applicable) and the absorption of the serving incumbents in the regraded posts in terms of the relevant parts of the Public Service Regulations.
- (b) The benchmark job description and grading level do not detract from the authority of an executing authority to manage his/her department and to determine an organisational structure that suits the service delivery requirements of the environment in which the department operates. If posts are required that differ from the benchmark job description, it may be created and graded with the job evaluation system with due regard to the requirements of the co-ordination process.
- (c) In accordance with the current Public Service HR regulatory framework, the implementation of the benchmark job description and job evaluation result may require the regrading of some of the relevant posts and it should therefore be implemented as a regrading/restructuring exercise. The relevant employees should be considered for absorption into the regraded posts on the basis of the functions that they perform and their ability to perform the functions at least satisfactorily. As this is a regrading exercise, it need not be negotiated in the PSCBC. To assist departments with the consistent implementation of the benchmark job description and job evaluation result, the implementation guidelines, attached as Annexure B, have been developed. Incumbents should not be absorbed automatically into the higher graded posts. Departments have to compare the existing functions being performed and the competencies of the incumbents to perform these functions with the benchmark job description to determine at what levels employees should be absorbed in the new grading structure. In the process of absorbing incumbents in upgraded posts, departments must comply with the provisions of Chapter 1, Part V C.6 and C.7 of the Public Service Regulations, 2001.
- (d) The cost emanating from the regrading of the posts will have to be funded from the budgets of departments.
- (e) The specific competencies required for each post should be determined in line with the competency framework and other requirements referred to in the benchmark job description.

4. The information on the job description and job evaluation results can be supplied in electronic format on request. Please submit requests to Thabile Morake via e-mail at thabile@dpsa.gov.za.



DIRECTOR-GENERAL
DATE: 23.01.08.

BENCHMARK JOB DESCRIPTION**A. JOB INFORMATION SUMMARY**

Name of jobholder: :
Job title : Security Officer
Core :
Post level and salary code :
Occupational class code :
Name of component :
Location :
Posts reports to :
Date of appointment :

B. JOB PURPOSE

To render a security service through protection, safe guarding and access control with regard to buildings and other premises and their contents, (e.g. equipments, stores and employees) according to the prescribed security procedures, rules and regulations.

C. KEY PERFORMANCE AREAS**CORE FUNCTIONS**

- (a) Perform access control functions which will include the following:
- (i) Determine whether visitors have appointments/or the service that the visitor requires.
 - (ii) Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point.
 - (iii) Complete or ensure that the admission control register is completed and issue admission control documents/cards as required.
 - (iv) Escort visitors to relevant employees/venues where required.
 - (v) Operate X-ray machines where applicable.
 - (vi) Lock and unlock entrances.
 - (vii) Identify suspicious conduct.
 - (viii) Ensure that unauthorised persons and dangerous objects do not enter the building/premises.

- (ix) Follow-up on incidents.
- (b) Ensure safety in the building and the premises. This will include the following:
 - (i) Undertake building/premises patrols to identify and check -
 - that doors are locked or unlocked as required;
 - water leaks and that taps are closed;
 - fire hazards, exposed electrical contacts and other fire hazards emanating from for instance chemicals;
 - lights, switch on and off as required; and
 - suspicious objects and packages.
 - (ii) Apply emergency procedures (in situations like bomb scares, riots etc) and alert emergency services and departmental management.
- (c) Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. This will include the following tasks:
 - (i) Complete or ensure that the registers to control the movement of equipment, stores and documents are completed.
 - (ii) Ensure that no equipment, stores and assets of the department leave the building/premises unauthorised.
 - (iii) Inspect vehicles entering and leaving the premises.
 - (iv) Gather information and report on missing and stolen equipment and stores.
 - (v) Handle documents at points of entry according to classification and the prescripts.
- (d) Ensure all incidents are recorded in the occurrence books/registers

D. INHERENT REQUIREMENTS OF THE JOB

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to the job of security officer. Please note further that the descriptions and definitions should be utilised but that the level of proficiency should be adjusted to fit the level of this job. The competency framework is available at http://www.dpsa.gov.za/employmentpractice_cd/documents/MMCFDictionaryConsolidated18July.doc.

E. KNOWLEDGE REQUIREMENTS

- (a) Knowledge of the access control procedures.
- (b) Knowledge of measures for the control and movement of equipment and stores.
- (c) Knowledge of prescribed security procedures (e.g. MIS, NISA, Protection of Information Act, etc) and the authority of security officers under these documents.
- (d) Knowledge on the relevant emergency procedures.

F. QUALIFICATIONS AND EXPERIENCE

- (a) Basic security officer's course.
- (b) Basic education and training.

G. CAREER PATHING

Promotion to higher post – in compliance with requirements of higher posts.

H. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

I. PERFORMANCE AGREEMENT

The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.

J. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POSTHOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

Job Details Printout

JOB TITLE:
SECURITY OFFICER

JOB ID : SECURITY

DATE : 28/11/2006

NO IN JOB : 1

BENCHMARK

DEPARTMENT/PROVINCE:

DPSA

COMPONENT:

JE

LOCATION:

CORE TITLE:

NAME:

JOB CODE:

ADDITIONAL INFORMATION

Job Details Printout

JOB PROFILES

RP	TD	KN	CM	EN
3	3	2	2	2

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RESPONSIBILITY

Human Resources

The postholder is not required to manage staff.

Financial Resources

The postholder has no responsibility for budgets.

Equipment

The postholder is responsible for the following equipment:

- Office (PC, photocopier, OHP etc)

The nature of the involvement is:

- Use or shared use

The value of the equipment described above is:

- Medium - R(thousands)

Stores & Livestock

The postholder is not responsible for stores and livestock.

Land & Buildings

The postholder is responsible for the following premises:



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- Offices
- Official Residence

The scale of the premises is:

- R millions

Responsibility of premises covers:

- Security- lock up/ patrol
- Detect and report faults

Autonomy

Core responsibilities of the job from List 1 are:

- General clerical/administrative

The postholder does not have any core responsibilities from List 2.

The structure of the job is best described as:

- Few well-defined tasks

Advisory Responsibility

The postholder is required to provide the following advice:

- Procedural.....Standard
- Department policy/strategy.....Basic

The advice does not relate to a statutory function for which the Public Service is responsible.

Impact



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The postholder's work directly influences:

- Own section.....Extensive
- Own division.....Moderate
- Own directorate.....Limited
- Own department.....Limited
- General public.....Limited

The postholder does not have an impact in any of the areas given.

Work Errors

Significant risk of error in the post is due to:

- Confrontational situations

The majority of errors would be detected:

- Within the department/province

The consequence of error is:

- Minimal impact, could cause delay

Errors are detected:

- Within the day

> The assessed level of this characteristic demand is.....LEVEL 3



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THINKING DEMANDS

Understanding Job Info

The job information received/issues considered usually concern:

- Several closely related subject areas

The postholder must regularly absorb and understand the following information/issues:

- Work instructions/guidance.....Routine
- Procedural.....Routine
- Department policy/strategy.....Routine

The information available to the postholder is:

- Complete

The postholder is required to carry out the following analysis on information:

- Present results of analysis.....Occasionally

Problem Solving

Assistance or advice available to the postholder includes:

- Referral to a more senior experienced employee.....Always
- Standing instructions or procedures.....Always
- Technical or professional standards/guidelines.....Always
- Established precedents.....Always
- Narrow Policy guidelines.....Always
- Broad Policy.....Always

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The following best describes the majority of conclusions made by the postholder:

- Limited options

Problem solving that is subject to deadlines are:

- Immediate.....Frequent
- Daily.....Infrequent
- Weekly.....Infrequent
- Monthly.....Infrequent

Planning

The postholder is not required to plan ahead.

Decision Making

The postholder is expected to take decisions or make recommendations in the following areas:

- Planning/organising own work
- Resolving most job problems with assistance (limited autonomy)

Creativity

The level of innovation/creativity required is:

- Basic.....On an individual basis
- Adaptive/Limited.....As part of a Team

> The assessed level of this characteristic demand is.....LEVEL 3



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KNOWLEDGE

Breadth of Knowledge

The range and depth of knowledge required is best described as:

- Knowledge of a few repetitive tasks

Prior Experience

The post is NOT an entry level post.

The method of promotion to the post is:

- Post

The postholder requires the following experience before entering the post:

- Clerical/administrative.....1-2 years

Qualifications

The following minimum qualification is required for the post:

- Basic Education (below standard 8)

Skills

The following specific skills are required for the job:

- Numeracy.....Basic



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- Literacy.....Basic
- Operating equipment.....Basic
- Language skills.....Basic

No specific skills are required for the job from List 2.

> The assessed level of this characteristic demand is.....LEVEL 2

COMMUNICATION

Range of Contacts

The postholder's main contacts, as a requirement of their job, are:

- Co-workers.....Daily
- Supervisor.....Daily
- Management.....Daily
- Senior Management.....Daily
- Other Departments.....Occasionally

Additional contacts are:

- General Public.....Daily

Content of Communication

The postholder regularly has to communicate the following types of information:

- General Information.....Routine



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- Procedural information.....Routine

Verbal Communication

The postholder requires the following communication skills:

- Routine exchange of information requiringDaily helpfulness and politeness
- Providing or obtaining information requiring simple ...Daily explanation
- Influencing skills.....Monthly

Written Communications

The postholder is required to produce the following written communications:

- Routine notes/memos/letters.....Daily

> The assessed level of this characteristic demand is.....LEVEL 2

ENVIRONMENT

Physical Environment

List 1: The majority of work is carried out in:

- Office

The postholder is subject to the following hostile or violent situations:



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- Verbal abuse.....Occasionally
- Physical threats.....Occasionally

The postholder is not subject to any traumatic situations.

Physical Demands

The following physical demands are made on the postholder:

- Standing.....Monthly
- Walking.....Monthly

The postholder is subject to the following unsociable conditions or hours:

- Additional hours.....Weekly
- Week-end working.....Monthly
- On-call.....Monthly

Hazardous Conditions

The postholder is not exposed to any hazardous conditions.

> The assessed level of this characteristic demand is.....LEVEL 2

(SECURITY OFFICER)

IMPLEMENTATION GUIDELINES FOR THE BENCHMARK JOB DESCRIPTION AND GRADING LEVEL FOR THE JOB OF SECURITY OFFICER.

1. Departments should use the guidelines set out below to implement the benchmark job description and grading level.
2. There are indications that, due to rank and leg progression in the past and the way some posts are defined, the work content of a number of posts is not aligned with the job titles and grading levels of the posts. This situation dictates that provision should be made for a number of options according to which employees can be absorbed into the regraded posts based on the benchmark job description. These are indicated in the table in paragraph 7. **These options should, however, not be utilized to grant general salary increases to employees.**
3. Posts should be created/redefined in accordance with the benchmark job description, with due consideration to the service delivery requirements of the department and the competencies, experience and qualifications required to perform the work. **Employees should be absorbed in the regraded/redefined posts on the basis of the functions currently being performed.**
4. In cases where posts are upgraded and the current incumbents are considered for absorption in the upgraded posts, departments must comply with the following:
 - * The requirements of PSR Chapter 1, Part V C.6 that requires that an incumbent must already be performing the duties attached to the post to be upgraded and he/she must have received a satisfactory performance assessment, based on the performance of the duties attached to the post to be upgraded, in his/her most recent performance assessment. Where employees' performance has not yet been assessed, they should be assessed with the departmental performance management and development system before being considered for absorption in the upgraded posts. **No automatic translations / absorption into the upgraded posts may be done.**
 - * Employees must be placed on the minimum notch of the salary range attached to the upgraded post.
 - * PSR Chapter 1, Part V C.7 stipulates that an incumbent may only be absorbed in an upgraded post with effect from the first day of the month following the month during which the executing authority approved the absorption.
5. Departments should decide on the levels at which the posts should be created with due cognisance of the availability of funds and the broader implications that the salary grades to be allocated to the job may have on other jobs.
6. Posts with functions similar to those in the benchmark job description and that are already graded on levels higher than salary level 3 should be graded at the benchmark grading levels. Incumbents of such posts will retain their salaries on a personal basis.

7. The following guidelines must be used to determine translation to the revised grade. Please note that the salary notches reflect the 1 July 2007 salary notches:

EXISTING POSITION			REVISED POSITION		
RANK	SALARY RANGE	NOTCH	RANK	SALARY RANGE	NOTCH RPA
Security Officer.	2	All salary notches	Security Officer	3	R49 665 Posts should be created at salary level 3 if the core functions set out in the job description for security officer are performed.
Security Officer.	3	All salary notches	Security Officer	3	Translation with retention of existing salary notches. Posts should be created at salary level 3 if the core functions set out in the job description for security officer are performed.