

## BENCHMARK JOB DESCRIPTION

### A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Security Officer

Core code :

Post level and salary code : 3

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. information, equipment, stores and employees) according to the prescribed security policies, procedures, rules and regulations.

### C. KEY PERFORMANCE AREAS

(a) Perform access control which include the following -

- Determine whether visitors have appointments/or the service that the visitors requires
- Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point
- Complete or ensure that the admission control register is controlled and issue control documents/ cards as required
- Escort visitors to the relevant employee/venues where required
- Operate X-Ray machine in the performance of access control to detect unauthorized and dangerous equipment (e.g. fire arms and knives) where required
- Utilize walk-through metal detector for the effectiveness of access control

- Ensure that unauthorized persons and dangerous objects do not enter the buildings/premises
  - Perform proper lockup for all offices and access points
  - Identify suspicious conduct
  - Follow up on incidents
  - Report all the identified security breaches and non-compliance to the Supervisor
- (b) Ensure safety in the building and the premises. This include the following –
- (i) Undertake building/premises patrol to identify and check
    - that doors and locked and unlocked as required
    - that water leaks and 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 and services department management
  - (iii) Monitor and respond to alarm system
- (c) Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. This include the following tasks –
- complete or ensure that registers to control the movement of equipment, stores and documents are completed
  - ensure that no equipment, stores and assets of the department leave the building/ premises unauthorized.
  - Inspect vehicles entering and leaving the premises
  - gather information and report on missing or stolen equipment and stores
  - Handle documents at point of entry according to classification and the prescripts
- (d) Ensure that all incidents are recorded in the occurrence book/registers
- (e) Operate control room security equipment's.
- Monitor all movements, events, and activities within the department's premises using CCTV equipment's.

- Ensure that security system are in good working condition.
- Immediately report all incidents monitored, report to the supervisor.
- Monitor all access points for effective access control.
- Report all identified non-compliance to security policy and procedures to improve office security.

#### **D. INHERENT REQUIREMENTS**

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 this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be should be adjusted to fit the level of the job. The competency framework is available at Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/dpsa2g/documents/ep/MMCFDictionaryConsolidated18July.pdf>

#### **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 of the relevant emergency procedures

#### **F APPOINTMENT REQUIREMENTS**

- (a) Basic Security Officer's course
- (b) Basic Education and Training (NQF level 3)

#### **G CAREER PATHING**

Compliance with the 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 post holder, 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 post holder should adhere to during the execution of his/her key performance areas.

**J    JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POST HOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**