

JOB INFORMATION

1. INTERVIEW AND JOB DETAILS

1.1. Interview details

Date of Interview	22-Oct-2019
Name/s of Interviewer/s	Groups
Name/s and Contact Details of Interviewee/s	Mr Dlamini
Input Date	22-Oct-2019
Method of Info Collection	Interviews and job description

1.2. Job details

Identifier	ID 28220
Job Title	Security Officer
Department Job ID	D5001
Current Grade (Salary Range, e.g. 1 - 16)	To be determine by JE results
Department/Provincial Administration/Other Org.	Department of Public Service and Administration
Provincial Department	Eastern Cape: Department of Roads and Public Works
SA Provinces & Cities - Towns	Bhisho
Component	Security Management
Location	Bisho
CORE	Administration related
Number of Posts	1

1.3. Job evaluation summary

Public Service Benchmark	
Archive Job	No
Lock Job	No
Last Modified Date	22-Oct-2019

Security Officer**Evaluate
1. Job Summary**

Modified By Anoop

1.4. Other

Score 229,15

Grade 3

Job Owner National Consultants (Department of Public Enterprises)

JOB PROFILE SUMMARY

2. Responsibility	4
3. Thinking Demands	2
4. Knowledge	3
5. Communication	1
6. Environment	3

2. RESPONSIBILITY

HUMAN RESOURCES

MANAGE STAFF DIRECTLY

The postholder DIRECTLY manages the following staff:

- Semi-skilled manual 2

The postholder has the following authority over these staff:

- Allocate and check work
- Authorising work (quality control and sign off)
- Functional/technical advice and guidance
- Formal disciplinary authority
- Performance management and Development
- Section management (components lower than directorate)

MANAGE STAFF INDIRECTLY

The postholder is not required to manage staff indirectly.

MANAGE OTHER STAFF

The postholder is not required to manage any additional staff.

FINANCIAL RESOURCES

EXPENDITURE

The postholder has no responsibility for expenditure.

INCOME

The postholder has no responsibility for income.

EQUIPMENT

The postholder has no responsibility for equipment.

STORES & LIVESTOCK

The postholder is not responsible for stores and livestock.

LAND & BUILDINGS

The postholder is responsible for the following premises:

- Offices/Office Buildings

The scale of the premises is:

R millions

Responsibility of premises covers:

- Security/Safety

AUTONOMY

Core responsibilities of the job from List 1 are:

- Semi-skilled manual (e.g. driver, operator)

The structure of the job is best described as:

Few well defined tasks

ADVISORY RESPONSIBILITY

The postholder is not required to provide advice as a function of the job.

IMPACT

The postholder's work directly influences:

- Immediate working environment (e.g. own section) Extensive

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

RISK OF ERRORS

Significant risk of error in the post is due to:

- Confrontational situations

The majority of errors would be detected:

Immediate working environment (e.g. section)

The consequence of error is:

Major impact, hard to detect, and/or would be very costly and/or time consuming to

correct

Errors are detected:

Immediately

3. THINKING DEMANDS

UNDERSTANDING JOB INFO

The job information received/issues considered usually concern:

A single activity area

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

- Work instructions/guidance Routine
- Procedural Routine
- Functional/operational/technical/professional Routine

The information available to the postholder is:

Complete

The postholder is not required to carry out an analysis on information.

PROBLEM SOLVING

Assistance or advice available to the postholder includes:

- Referral to a more senior or experienced employee (does not refer to direct supervisor/manager only) Almost Always
- Standing instructions or procedures Almost Always

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

Standard

Speed of problem solving is not an essential demand of the job.

PLANNING

The postholder is not required to plan ahead.

AUTHORITY

The level of decision making required by the job is:

Defined decisions

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

- Planning/organising own work
- Planning and prioritising the work of others
- Authorising actions by others

CREATIVITY

Innovation/creativity is not required in the post.

4. KNOWLEDGE

BREADTH OF KNOWLEDGE

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

Knowledge of a few repetitive tasks

PRIOR EXPERIENCE

The postholder requires the following experience before entering the post:

Semi-skilled manual 6-11 mnts

QUALIFICATIONS

The following minimum qualification is required for the post:

NQF levels 4 and 5 (National Certificate/Higher Certificate)

SKILLS

The following specific skills are required for the job:

- Numeracy Basic
- Literacy Basic
- Operating equipment Basic

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

5. COMMUNICATION

RANGE OF CONTACTS

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

- Co-workers Daily
- Supervisors Weekly

The postholder has no contact with any additional groups as a requirement of their job.

CONTENT OF COMMUNICATION

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

- General Information Routine
- Procedural information Routine

VERBAL COMMUNICATION

The postholder requires the following communication skills:

- Routine exchange of information requiring helpfulness and politeness Daily

WRITTEN COMMUNICATIONS

The postholder is not required to produce written communications.

6. ENVIRONMENT

PHYSICAL ENVIRONMENT

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

- Verbal abuse Occasionally
- Physical threats Occasionally
- Physical assault Occasionally

The postholder is not subject to any traumatic situations.

PHYSICAL DEMANDS

The following physical demands are made on the postholder:

Security Officer

Evaluate 2. Job Report

- Standing Daily
- Walking Daily

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

- Weekend/shift working Weekly

HAZARDOUS CONDITIONS

The postholder is not exposed to any hazardous conditions.

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