

DEPARTMENT OF TOURISM

The Department of Tourism is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of posts.

- APPLICATIONS** : Applications, quoting the relevant reference number must be forwarded to the attention of Chief Director: HR Management and Development at Department of Tourism, Private Bag X424, Pretoria, 0001 or hand deliver at Tourism House, 17 Trevenna Road, Sunnyside, Pretoria.
- NOTE** : In order to be considered, applications must be submitted on a fully completed signed Z83 form, accompanied by all required copies (uncertified copies will be accepted when submitting your application, but candidates invited to the interviews must ensure they bring along certified copies) of qualifications, Identity Document, proof of citizenship/permanent residence if not a RSA citizen and a comprehensive CV (including three contactable references). It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). All instructions on the application form and this advert must be adhered to. Failure to comply with these requirements will result in the applicants being disqualified. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make an appointment. Short-listed candidates will be subjected to pre-employment screening and security vetting to determine the suitability of a person for employment. One of the minimum entry requirements for SMS is the pre-entry certificate. For more details on the pre-entry course visit: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Applicants for SMS positions should complete the National School of government Public Service SMS pre-entry certificate and submit a copy along with the application.

MANAGEMENT ECHELON

- POST 15/130** : **CHIEF DIRECTOR: COMMUNICATIONS REF NO: (DT06/2022)**
- SALARY** : R1 269 951 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to SMS dispensation)
- CENTRE** : Pretoria
- REQUIREMENTS** : A SAQA recognised NQF 7 in media, journalism or communication or any other related field. A minimum of five (5) years Senior Management experience in corporate communications, stakeholder management, media liaison or any related environment. Professional writing skills for media and familiarity with content best practises will be an added advantage. Sound knowledge in strategic capability and leadership, programme and project management, financial management, change management, people management and empowerment, service delivery and innovation, customer orientation and service delivery and problem solving. Good understanding and exposure to government communications system; Proven experience and exposure in electronic and digital media capabilities. Excellent understanding of the work of government, tiers of government and various stakeholders. Knowledge of the Government Planning and Delivery Cycle, Public Finance Management Act and Treasury Regulations; Computer Literacy; A valid driver's license and willingness to travel. Incumbent must be self-driven, innovative and creative.
- DUTIES** : Reporting to the Deputy Director General: Corporate Management the successful candidate will be responsible for the following key functions; Providing leadership and strategic direction to the Chief Directorate: Ensuring the development and implementation of the Communication Strategy; Provide effective oversight and management of the departmental media engagement plan; Drive the implementation of branding and corporate identity of the department; Facilitate research and sourcing of content from programmes across the department for publication in relevant platforms. Oversee the planning and execution of departmental events in terms of the departmental events framework. Ensure the provision of effective departmental communication services, managing outreach programme and coordinate

adequate communications within the clusters. Provide high-level media liaison support to the Minister, Deputy Minister, Director General. Ensure effective management of all internal and external communication initiatives of the department, including the production of publications (e.g. annual reports and internal newsletters).

ENQUIRIES : Ms R Ngwenya Tel No: (012) 444 6745
NOTE : All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Recommended candidates will be subjected to a two-day competency assessment that will test generic managerial competencies. Appointment will be subject to the signing of the employment contract, performance agreement and annual financial disclosure.

CLOSING DATE : 27 May 2022 at 16:30 (Late applications will not be considered)

OTHER POSTS

POST 15/131 : **DEPUTY DIRECTOR: TOURISM AND ENVIRONMENTAL EFFICIENCY**
REF NO: (DT07/2022)

SALARY : R822 042 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF 7 qualification in Natural Sciences or any related field within Environmental Management. Minimum of three years working experience in a management (Assistant Director or equivalent) position within the environmental management environment. Sound knowledge of UNFCCC and Kyoto Protocol Climate Change mitigation and adaption requirements. Knowledge of National Climate Change Response White Paper, the National Environmental Management Act and its sectoral legislations. Knowledge of the development of Climate Change mitigation and adaption measures. An understanding of socio-economic and political dimension of Climate Change. Understanding of state protocol, tiers of government, the NGOs and business sectors. Sound knowledge and skills on strategic planning & leadership, project management, financial management, people management and empowerment. A valid driver's licence and willingness to travel

DUTIES : The successful candidate will be responsible for developing and implementing climate change adaptation measures and strategies in the tourism sector; developing and implementing a tourism resource efficiency awareness programme; training youth on tourism resource efficiency assessment methodologies; developing and implementing the Environmental Implementation Plan (EIP) for the tourism sector; implementing the National Environmental Management Act 1998 and its sectoral legislation that is applicable to the tourism sector; developing and implementing a Tourism Resource Efficiency Programme; conducting resource efficiency assessments in tourism businesses; providing technical inputs in the development and review of the SANS 1162 environmental criteria; supporting the implementation of the SANS 1162 environmental criteria through recognition and incentives; developing a stakeholder database and engagement plan; supporting provincial and local on tourism and environmental management issues; creating a database of national and provincial tourism and environmental management initiatives.

ENQUIRIES : Mr Langalibalele Tel No: (012) 444 6515
NOTE : EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)

POST 15/132 : **DEPUTY DIRECTOR: TOURIST GUIDING GROWTH AND DEVELOPMENT**
REF NO: (DT 08/2022)

SALARY : R822 042 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)

CENTRE : Pretoria

<u>REQUIREMENTS</u>	:	A SAQA recognised NQF 7 qualification in Tourism or any related field. Minimum of three years working experience in a management (Assistant Director or equivalent) position. Sound Knowledge of the tourism/ tourist guiding sector. Ability to conduct research, compile reports, analyse information and produce high quality work. Excellent understanding of the legislative environment (tourism and tourist guiding). Understanding of the government environment at all spheres of government. Knowledge of departmental policies and administration processes. Sound knowledge and skills on project management, financial management, people management and empowerment. Excellent organising, communication and presentation skills. Ability to work in a team and to multi-task. A valid driver's licence and willingness to travel.
<u>DUTIES</u>	:	The successful candidate will be responsible for conducting research on growth on development within the sector, identifying gaps & challenges and proposed areas for improvement; Conceptualising documents on identified gaps and challenges with respect to the growth and development of the guiding sector; developing proposals on possible solutions and/or interventions to address the gaps and challenges; Develop a consultation framework to facilitate consultation processes with key stakeholders to solicit proposed solutions and interventions in addressing the challenges; Collate draft proposals/interventions to address the skills shortages or gaps in the tourist guiding sector; Facilitate implementation of approved projects according to the roles and responsibilities assigned to the project team; ensuring development and management of contracts with key stakeholders/service providers involved in various projects; managing all procurement processes related to growth and development projects in line with Supply Chain Management policies and prescripts; drafting and submitting detailed project reports for all initiatives; developing monitoring tools for all projects prior to the project commencement; identifying key stakeholders to advance development and growth of the guiding sector; developing Memoranda of Agreements (MoAs) or Service Level Agreements (SLAs) to outline the nature of the collaboration with key stakeholders; supervising logistical arrangements and activities in line with the approved stakeholder management plan; providing information to the National and Provincial Registrars on the growth and development of the guiding sector; preparing briefing notes on growth and development of the guiding sector; giving support to Provincial Registrars and implementing interventions to capacitate Provincial Registrars on areas pertaining to growth and development.
<u>ENQUIRIES</u>	:	Ms U Pillay Tel No: (012) 444 6386 or upillay@tourism.gov.za
<u>NOTE</u>	:	EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
<u>CLOSING DATE</u>	:	16 May 2022 at 16:30 (Late applications will not be considered)
<u>POST 15/133</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT (INFORMATION TECHNOLOGY)</u> <u>REF NO: (DT09/2022)</u>
<u>SALARY</u>	:	R744 255 per annum, (all-inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF 7 qualification in Accounting, Auditing / Information Systems or any related field. Minimum of 3 years' working experience in a management (Assistant Director or equivalent) position in the Information Technology Audit environment. Registration as a Certified Internal Auditor or certification in Control Self-Assessment (CCSA) or Certified Government Auditing Professional (CGAP) will be an added advantage. Knowledge of relevant government Acts and Prescripts including departmental systems (BAS, Logis, PERSAL). Sound knowledge of Standards for the Professional Practice of Internal Audit as issued by the Institute of Internal Auditors. Knowledge of Legislative requirements in the Public Sector including Public Finance Management Act and Treasury Regulations. Knowledge in Risk-based audit methodology, Corporate governance, Risk management, Best Practice Internal Controls and GRAP Statements. Valid driver's licence
<u>DUTIES</u>	:	The successful candidate will be responsible for evaluating department's general information technology environment (specific applications and new

system being developed); test reliability and integrity of information technology, compliance with policies, plans, standards, laws and regulations that could significantly impact information technology operations; determine effectiveness of measures taken to safeguard information technology assets including tests of existence, ownership of appropriate, economy, effectiveness, and efficiency in use of information technology involvement in systems development audits to ensure adequate controls of systems development life cycle(SDLC) process; analysis of SDLC methodology including the use of continuous assurance techniques embedded audit modules and intelligent agents; planning of audits of development projects (or ongoing audit involvements) to provide critical input during implement and the management of the risk-based audit methodology; assist in the development of the Annual Strategic Plan for the directorate, review time records to monitor time spent against work done and elevate findings to the manager and client timeously; Facilitate specific reporting, co-ordinating and liaising on between DT and various clients and stakeholders, including the Audit Committed, the Auditor-General; assist in the preparation of the Quarterly Internal audit progress reports to Audit Committee, Accounting Officer; complete and analyse client satisfaction survey, maintaining an expert knowledge of the IT audit profession, keep abreast of new and proposed developments in the IT auditing field; Facilitate approval and safeguarding of records (minutes of the meetings, actions plans) for recordkeeping and referential purposes, collate all necessary information for the preparation of audit committee meetings and facilitate distribution to relevant members.

ENQUIRIES : Ms T Sibiya Tel No: (012) 444 6291
NOTE : EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)
POST 15/134 : **DEPUTY DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: (DT10/2022)**
SALARY : R744 255 per annum, (all inclusive remuneration package consisting of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to the MMS dispensation)
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF 7 qualification in the Internal Control/Accounting/Auditing or any related fields. Minimum of 3 years' working experience in a management (Assistant Director or equivalent) position. A valid driver's license. Demonstrated an in-depth knowledge of the legislative environment applicable to government finance and supply chain management and the development, implementation and monitoring of related policies and procedures within a government environment. Excellent supervisory and operational management skills. Good interpersonal relations and written & verbal communication skills. The ability to maintain high levels of confidentiality and to prioritize work in high-pressure environments. Knowledge of relevant prescripts (PFMA, Treasury regulations, BBBEE Act, PPPFA). Leadership, communication, financial management, planning and execution skills. Knowledge and experience on BAS. Knowledge of LOGIS and PERSAL will be an advantage.
DUTIES : The successful candidate will be responsible for implementing Internal Control and Compliance functions within the department. Facilitate identifying, recording, investigation, reporting and appropriate disclosures of Fruitless & Wasteful Expenditure, Irregular Expenditure, Unauthorised expenditure and Losses & damages in accordance with National Treasury prescripts and frameworks. Developing and monitoring compliance to financial delegations, financial policies and procedures. Review internal and external audit reports/audit findings. Identify internal control weaknesses, recommend mitigations and monitor implementation of mitigation plans. Facilitate development of audit action plans and monitoring implementation of audit action plans across the department.
ENQUIRIES : Mr M Maharaj Tel No: (012) 444 6238
NOTE : EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)

<u>POST 15/135</u>	:	<u>ASSISTANT DIRECTOR: BUDGETING REF NO: (DT11/2022)</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF 6 qualification in Finance, Accounting or any related fields. Minimum of 3 years' working experience in a supervisory position in management accounting. Proven work experience on Estimates of National Expenditure (ENE) Budget, Adjustment Estimates of National Expenditure (AENE) Budgets and Medium Term Expenditure Framework (MTEF). Sound knowledge and working experience on BAS. Knowledge of relevant prescripts (PFMA, Treasury regulations, GRAP), Statutes, Government priorities, policies, e.g. PFMA, TR, auditing and accounting standards, Knowledge of the Standard Chart of Accounts, IT skills, analytical skills, strategic planning, monitoring and reporting, high level of computer literacy, administration, communication, HR practices and procedures, project management, financial(budget) management, leadership, analytical thinking, innovative and creative, strategic thinking, research and policy formulation, communication(verbal, written and other) and negotiation skills.
<u>DUTIES</u>	:	The successful candidate will be responsible for capturing of Estimates of National Expenditure(ENE) Budget on BAS, provide advice to directorates on the allocation of budgets, verify budget inputs from directorates and ensure that the budget inputs balance to allocation received from National Treasury, capturing of approved budget on BAS, capturing of Adjustment Estimates(AENE), verify any submitted adjustments from directorates which take place after the AENE and ensure that these inputs balances to allocation from National Treasury, capturing of approved final Virements on BAS, assist with all queries relating to the use of the Requisition Form, verification of Requisition Forms, printing and distribution of expenditure reports to all directorates, creation/updating of the monthly expenditure reports, perform in-depth analysis of expenditure reports to all directorates, capture journals to correct misallocations, provide advice regarding the use of the Standard Chart of Accounts, administrative duties.
<u>ENQUIRIES</u>	:	Mr F Rajah Tel No: (012) 444 6267
<u>NOTE</u>	:	EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.
<u>CLOSING DATE</u>	:	16 May 2022 at 16:30 (Late applications will not be considered)
<u>POST 15/136</u>	:	<u>ASSISTANT DIRECTOR: RISK AND INTEGRITY MANAGEMENT REF NO: REF NO: (DT14/2022)</u>
<u>SALARY</u>	:	R382 245 per annum (Level 09), excluding service benefits
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A SAQA recognised NQF 6 qualification in Risk Management/Accounting/Internal Auditing/Business Management or any related fields. A post graduate qualification will be an added advantage. Minimum of 3 years' working experience in a supervisory position within a Risk and Integrity Management environment. Registered with the institute of Risk Management of South Africa (IRMSA) and the Association of Certified Fraud Examiners South Africa Chapter (ACFESA) would be an added advantage. Proven working experience of the legislative requirements relating to Enterprise Risk Management, Integrated Risk Management principles and practices e.g. Corporate Governance (King IV), Public Sector Risk Management Framework, COSO ERM framework, ISO 31 000 frameworks, Code of Ethics and their incorporation into various business processes. Sound knowledge of PFMA, Treasury regulation, Public Service Regulatory framework and government systems (BAS, Logis, PERSAL). Good interpersonal, communication and project management skills. Computer literacy. A valid driver's licence.
<u>DUTIES</u>	:	The successful candidate will be responsible for conducting benchmarking on best practices on Enterprise Risk Management, Anti-Fraud and corruption prevention; development and monitor the implementation of framework for Enterprise Risk Management, Review and facilitate implementation of the risk appetite and tolerance framework; develop and monitor implementation of the Anti-Fraud & Corruption Prevention Framework, Facilitate implementation of the Fraud Prevention Plan, conduct preliminary investigation into allegations of corruption and fraud and facilitate referral of cases relevant functionaries. Facilitate the development and implementation of Business Continuity Management frameworks; Conduct awareness to the employees Fraud

Prevention and Enterprise Risk and integrity Management; Convene and participate in risk awareness sessions, inductions and orientation sessions. Facilitate training and development intervention through workshops and circulation of articles.

ENQUIRIES : Ms R Motshewa Tel No: 012 444 6591

NOTE : EE requirements: Preference will be given to African Male, Coloured Male and White Male Candidates.

CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)

POST 15/137 : **RISK PRACTITIONER REF NO: (DT15/2022)**

SALARY : R321 543 per annum (Level 08), excluding service benefits

CENTRE : Pretoria

REQUIREMENTS : A SAQA recognised NQF 6 qualification in Risk Management/Accounting/Internal Auditing/Business Management. Minimum of 3 years' working experience within a Risk and Integrity Management environment. Registered with the institute of Risk Management of South Africa (IRMSA) and the Association of Certified Fraud Examiners South Africa Chapter(ACFESA) would be an added advantage; Understanding of the legislative requirements relating to Enterprise Risk Management, Integrated Risk Management principles and practices e.g. Corporate Governance (King IV), Public Sector Risk Management Framework, COSO ERM framework, ISO 31 000 frameworks; Knowledge of PFMA, Treasury regulation, Public Service Regulatory framework and government systems (BAS, Logis, PERSAL). Good interpersonal, good communication skills, good computer literacy and use of standard packages, research and project management skills. A valid driver's licence.

DUTIES : Coordinate departmental operational, ethics and fraud and corruption risk registers; benchmark with the best practices in Risk Management to review the Risk Management Frameworks; compile and analyse the audit finding tracking system and conduct regular analysis of the programme environment to identify emerging risks and liaise with programmes; Facilitate reporting on the implementation of financial disclosure and remunerative work outside the public service dispensation by employees; compile quarterly operational and fraud mitigation progress reports, collate and analyse the risk management quarterly reports and draft risk mitigation analysis report; Facilitate approval of Risk Management Committee and provide secretarial services (compile meeting packs, assist with logistical arrange for RMC meetings including special meetings); prepare the payment of the external independent RMC Chairperson; Develop a schedule and facilitate logistical arrangements for awareness sessions and source promotional material; Monitor implementation of Business Continuity Management and facilitate Business Continuity Impact risk assessments; Assist in the development of Business Continuity Management framework and implementation plans.

ENQUIRIES : Ms R Motshewa Tel No: 012 444 6591

NOTE : Preference will be given to Coloured Male, Asian Male and White Male candidates.

CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)

POST 15/138 : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: (DT13/2022)**

SALARY : R321 543 per annum (Level 08), excluding service benefits

CENTRE : Pretoria

REQUIREMENTS : A SAQA recognised NQF 6 qualification in Supply Chain Management, Purchasing Management or any related fields. Minimum of 3 years' experience in Supply Chain Management. Knowledge of the Logis system and the Central Supplier Database (CSD) system. Knowledge and skills in financial management and budgeting. Ability to formulate sound policies through analytical and innovative thinking. Ability to manage projects independently, interpret, apply policies, strategies and legislation. Good knowledge of government processes and relevant legislation. Ability to liaise with and facilitate stakeholder engagement. Good negotiation and advocacy skills. Ability to work individually and in a team. Good computer literacy and use of standard packages. Good communication skills (written and spoken).

DUTIES : The successful candidate will be responsible for certifying correctness of items on Log 2 forms and supporting documents.ie. quotations, tax clearance and relevant signatures; Approving procurement advices on Logis Mainframe;

Consolidating procurement advices into system order and specifying on the Log 2 form; Overriding the Logis system to generate orders for very urgent requests; Creating/ adding new users or deleting users on the Logis infrastructure used in the administration of Logis; Coordinating and resolving Logis system problems with Logis centre; Creating new Item Control Numbers (ICN) and maintaining and deleting the existing ICN's; Merging the ICN if descriptions are duplicated on Logis selection MGCP MGAT; Conducting spot checks in the stores; Verifying quantities in the bin and on the bin card to compare to Logis balances; Checking condition of stock and dispose of outdated stock; Compiling the calendar/plan for stocktaking; Checking and authorising balance adjustment of the store stock; Issuing vouchers (LOGIS online); verifying quantities captured and signing the vouchers; checking correctness of the quantity of items of the bin numbers; Conducting spot checks of stores in general; Availing manual order in case LOGIS is offline for goods and services to be rendered; Verifying if an internal requisition form and relevant documents are attached; Receiving orders from the order clerk.

- ENQUIRIES** : Ms S Mampuru Tel No: (012) 444 6237
NOTE : EE requirements: Preference will be given to Coloured Male, Asian Male and White Male candidates
CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)
POST 15/139 : **STATE ACCOUNTANT: CREDITORS, TRAVEL AND SUBSISTENCE REF NO: (DT12/2022)**
- SALARY** : R261 372 per annum (Level 07), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A SAQA recognised NQF 5 qualification in Financial Accounting/ Financial Management/ Management Accounting or any related fields. Minimum of 2 years' experience in a similar environment. Ability to manage projects independently. Knowledge and skills in financial management. Knowledge of BAS, PERSAL and LOGIS. Good knowledge of government processes and relevant legislation. Good interpersonal and presentation skills. Good communication skills. Ability to work under pressure.
- DUTIES** : The successful candidate will be responsible for the processing of Travelling and Subsistence claims, verify accuracy of calculations and completeness of Travelling and Subsistence advances, Processing of Travelling and Subsistence advances, Processing of BAS Sundry payments, Processing of LOGIS online payments, clearing of suspense accounts, Administering of Telephone interfaces, Processing of general journals and assisting with monthly reporting and inputs to financial statements.
- ENQUIRIES** : Mrs A Griesel Tel No: (012) 444 6244
NOTE : EE requirements: Preference will be given to Coloured Male, Asian Male and White Male candidates.
CLOSING DATE : 16 May 2022 at 16:30 (Late applications will not be considered)
POST 15/140 : **SECURITY OFFICER REF NO: (DT16/2022)**
- SALARY** : R124 434 per annum (Level 03), excluding service benefits
CENTRE : Pretoria
REQUIREMENTS : A grade 12 senior certificate and a grade C PSIRA certificate. Minimum of 2 years working experience in the appropriate fields. Basic Security officers course. Working knowledge of the MISS document, ability to interpret and apply security policies, directives, procedures and prescripts, ability provide immediate solutions to problems, administrative procedures, verbal and written communication skills, Ability to operate a computer and engage in CCTV monitoring. Skills in organizing and planning, control visitors and personnel control. Ability to work with difficult persons and to resolve conflict, initiative and creativity.
- DUTIES** : The successful candidate will be responsible to perform access control functions: monitoring movement of personnel; visitors and contractors utilizing CCTV; control the movement of personnel, visitors and contractors; Facilitate confirmation of visitors appointments or the services required, referral of visitors to the relevant service delivery point; facilitate completion of admission control register and issue admission control document/cards as required, operate X-Ray machine, lock and unlock entrances and doors, ensure safety in the building and the premises; undertake building patrols to identify and check water leaks, fire hazards, exposed electrical contact, lights are switched

off/on as required, identify suspicious objects and packages; Facilitate access control to prevent unauthorised entry or exit; prepare write reports of daily activities and irregularities; monitor and inspect vehicles entering and leaving the premises; complete or ensure that the registers to control the movement of equipment, stores and documents are completed; handle documents at points of entry according to classification and prescripts; ensure all incidents are recorded in the occurrence book/registers, Facilitate up to date recording of occurrence book (for all incidents and reports), visitors register, after hour register and mail/parcel register.

ENQUIRIES

: Mr R Benadie Tel No: 012 444 6144

NOTE

: Preference will be given to Coloured Male, Asian Male and White Male candidates.

CLOSING DATE

: 16 May 2022 at 16:30 (Late applications will not be considered)