

## DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT

- CLOSING DATE** : 04 November 2022 at 16:00
- NOTE** : The application must include only completed and signed new Z83 Form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Grade 12 Certificate and the highest required qualifications as well as a driver's licence where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). The requirements for appointment at SMS level include the successful completion of the Senior Management Pre-entry Programme as endorsed by the NSG. Prior to appointment, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applications: Please ensure that you submit your application before the closing date as no late applications will be considered. If you apply for more than 1 post, please submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium be placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. Important: DALRRD is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DALRRD through the filling of posts. The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DALRRD will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with.

## MANAGEMENT ECHELON

- POST 40/01** : **CHIEF DIRECTOR: RURAL INFRASTRUCTURE DEVELOPMENT REF NO: 3/2/1/2022/612**  
Chief Directorate: Rural Infrastructure Development Region: 1
- SALARY** : R1 269 951 per annum (Level 14), (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS).
- CENTRE REQUIREMENTS** : Gauteng (Pretoria)  
Successful completion of Pre-entry Certificate for SMS as endorsed by the National School of Government (NSG). Applicants must be in possession of a Grade 12 Certificate and a Bachelor's Degree in the Built Environment Professions (Engineering / Town Planning / Architecture / Quantity Surveying (NQF level 7). Minimum of 5 years' experience at senior managerial level in Built Environment. Job related knowledge: Project management. Budgetary planning. Expenditure reporting. Monitoring and evaluation. Infrastructure planning and implementation. Strategic planning. Human resource planning. Financial management. Job related skills: Planning and organising skills, Team management skills, Interpersonal skills, Budget forecasting skills, Computer literacy. Negotiating skills, Problem solving and decision-making skills and Communication skills (verbal and written). A valid driver's licence.
- DUTIES** : Manage and monitor the implementation of rural development and infrastructure programmes. Manage the implementation of rural development and infrastructure development projects. Manage the implementation measures for risk reduction to ensure project are delivered on time in budget and with quality. Recommend on further catalytic and strategic development of the rural development and infrastructure for the Region. Facilitate the process of packaging identified rural development and infrastructure projects for all identified sites. Monitor rural development and infrastructure interventions per Comprehensive Rural Development Programme (CRDP) site. Conduct site visit to monitor and report on the implementation of rural development and infrastructure development projects. Identify risks and implement measures for risk reduction to ensure projects are delivered on time in budget and with quality. Initiate, manage and monitor project specifications and Construction Industry Development Board (CIDB) aligned bid documents for infrastructure projects. Manage rural development and infrastructure budget allocations. Manage capital and operational budget for the implementation of rural development and infrastructure within the Region over Medium – Term Expenditure Framework (MTEF) in line with Departmental and Branch strategic and operational plans. Ensure compliance with relevant legislation regarding rural development and infrastructure development. Manage budget expenditure according to projections for the Region. Recommend on monthly review report of infrastructure expenditure for the Region. Coordinate, facilitate and mobilise stakeholders for technical support in the identified areas. Facilitate project planning and implementation with public and private sector organizations. Liaise and coordinate with all stakeholders on rural development and infrastructure projects. Ensure the link between the three spheres of government in terms of intergovernmental relations structures on rural development and infrastructure programmes. Manage stakeholder, parliamentary and cabinet responses to Deputy Director General, Director General and Ministerial related matters. Coordinate and report on Sector Department funding contributions for rural development and infrastructure projects. Manage and lead personnel of the Chief Directorate. Perform management of the Chief Directorate. Financial management and reporting of the Chief Directorate.
- ENQUIRIES APPLICATIONS** : Ms N Moyo Tel No: (012) 312 9673  
Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001

## OTHER POSTS

**POST 40/02** : **CHIEF MONITORING AND EVALUATION ANALYST REF NO: 3/2/1/2022/613**  
Directorate: Provincial Operations Support

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Mpumalanga (Mbombela)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Social Science / Development Studies / Public Administration / Public Management. Minimum of 3 years' experience at supervisory level in monitoring, evaluation and research. Job related knowledge: Knowledge of State information Act. Knowledge of monitoring and evaluation system, tools, indicator development, research methodology, legislation and policies administered by the Department. Knowledge and understanding of government wide monitoring and evaluation framework. Knowledge of research methodology. Project and programme management. Government Wild Planning and Reporting Cycle. National Evaluation Policy Framework. Job related skills: Computer literacy, Statistical analysis skills, Data warehouse management skills, Analytical and research skills. Ability to customize and target information to user requirements. A valid driver's license.

**DUTIES** : Conduct monitoring of projects in various Districts in the Province. Monitor performance of land reform and rural development projects. Collect data and compile project database. Produce reports on performance of projects to provide early warning. Compile memorandum for intervention. Coordinate the provincial strategic planning. Coordinate the provincial planning in line with the departmental strategic objectives and facilitate mid-term performance reviews. Facilitate the development of Provincial Integrated Operational Plan. Coordinate the provincial programme performance reports. Produce monthly and quarterly programme performance reports. Conduct data verification on reports submitted by Branches. Analyse the reports to ensure compliance and interpret research statistical data. Consolidate performance reports and present to management. Develop monitoring and evaluation systems, tools and procedures for effective and efficient departmental / organisational performance and project monitoring and evaluation. Provide support to provincial monitoring and evaluation officers and programme managers. Participate and support evaluation of programmes / projects. Prepare presentations, plans reports, updates and progress reports using performance information by Branches. Update statistical information on provincial project database. Monitor and update project database. Produce statistical information on project and programme performances.

**ENQUIRIES** : Mr BB Mathenjwa Tel No: (013) 754 8074  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X11305, Mbombela, 1200 or hand delivered to: 17 Van Rensburg Street, Bateleur Office Park, 7th floor Block E, Mbombela, 1200

**NOTE** : African, Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 40/03** : **ASSISTANT DIRECTOR: ASSET AND FACILITIES MANAGEMENT REF NO: 3/2/1/2022/614**  
Directorate: Financial and Supply Chain Management Services

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : North West (Mmabatho)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and a National Diploma in Financial Management / Management / Administrative Management / Supply Chain Management / Public Administration / Public Management / Business Management. Minimum of 3 years' experience at supervisory level in the relevant field. Job related knowledge: Knowledge of Public Service Policies and Regulations, Knowledge of Treasury Regulations, Public Finance Management Act. Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Knowledge of Asset Register System (BAUD) or any other asset management system. Knowledge of Standard Chart of Accounts (SCOA). Ability to monitor budget. Ability to liaise at different level of management. Ability to perform supply chain management services. Job related skills: Computer literacy skills,

- Communication skills (verbal and written), Organising skills, Supervisory skills and Liaison skills. A valid driver's licence.
- DUTIES** : Provide effective and efficient asset management services. Conduct asset verification and spot checks. Maintain asset register. Manage barcoding and capturing of newly acquired assets. Manage movement of assets. Safeguard assets. Manage asset disposal processes. Initiate appointments of disposal committee. Perform secretariat duties for disposal committee. Record and identify disposal of assets requests upon receipts. Complete and file requests for audit purposes. Identify assets to be disposed. Ensure Information Communication Technology (ICT) assets are evaluated before presented to disposal committee. Ensure that the dispose of assets are removed from the systems. Provide facilities management services. Manage and monitor contracts. Assign offices and parking to new officials. Ensure that there is a cleaning services in place. Ensure that fumigation takes place and conducted. Ensure that there are photocopy machined in place and are functional. Ensure that the meter readings of photocopy machine is submitted to the service provider. Conduct office needs assessments. Provide coordination and management of cell phones services within the Province. Make follow ups with Department of Public Works on reported issues for maintenance. Provide effective and efficient administration. Conduct monthly reconciliation between BAS and LOGIS. Submit monthly operational reports.
- ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115
- APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.
- NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.
- POST 40/04** : **SENIOR SUPPLY CHAIN PRACTITIONER REF NO: 3/2/1/2022/615**  
Directorate: Financial and Supply Chain Management Services
- SALARY** : R321 543 per annum (Level 08)
- CENTRE** : North West (Mmabatho)
- REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate and National Diploma in Supply Chain Management / Logistics Management / Financial Management / Purchasing Management / Public Administration / Management / Public Management/ Business Management / Commerce / Administrative Management. Minimum of 2 years working experience in Supply Chain, Logistics and Transport environment. Job related knowledge: Knowledge of Public Sector procurement processes, Knowledge of Supply Chain Management Policy Framework or guide to accounting officers, Public Finance Management Act, Preferential Procurement Policy Framework Act, Treasury Regulations and other Supply Chain Management prescript, Knowledge of Logistical Information System (LOGIS). Job related skills: Good communication skills (written and verbal), Supervisory skills, Good interpersonal relations skills, Time management skills, Organising and office administration skills, Good data analysis and report interpretation skills. Ability to develop solutions to a variety of problems in line with Supply Chain Management guidelines and departmental policies. Good computer literacy in Microsoft office suit. Ability to work under pressure and deliver to tight deadlines. A valid driver's licence.
- DUTIES** : Administer payments on Logistical Information System (LOGIS). Authorise payments on LOGIS. Ensure payments are processed within 30 days. Ensure Item Control Number (ICN) codes are captured correctly. Ensure correct information is captured in the systems such as quantities in the order. Authorise in line with allocated delegations. Refer system related payments queries to the system controller. Administer LOGIS as a system controller. Coordinate fleet services and travel arrangements. Facilitate Official Flight, Transport and Accommodation Request (OFTAR) and Departmental Official Transport Request (DOTR) through travel agencies. Monitor and issue vehicles. Conduct reconciliation of payments. Verify all transactions captured against the actual payment parcel. Ensure that all processed payment parcels are paid. Attend to any bank rejections. Monitor internal financial control measures. Provide annual financial statements and monthly reporting inputs. Comply with all applicable prescripts. Put internal control measures in place to ensure all invoices are paid on time. Provide effective performance of LOGIS as a system controller. Facilitate registration of new users. Coordinate LOGIS training for

users. Monitor profiles for LOGIS users. Liaise with National Treasury in terms of LOGIS transactions. Provide effective processing of orders. Process requisitions as and when received. Obtain quotations. Ensure that orders are placed as per the request.

**ENQUIRIES** : Mr KE Sebitiele Tel No: (018) 388 7115  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X74, Mmabatho, 2735 or hand delivered to: Cnr James Moroka and Sekame Drive, West Gallery, Megacity, Mmabatho, 2735.  
**NOTE** : Coloured, Indian and White Males and Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 40/05** : **PRINCIPAL SECURITY OFFICER REF NO: 3/2/1/2022/610**  
Directorate: Physical Security and Special Events

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Gauteng (Pretoria)  
**REQUIREMENTS** : Applicants must be in possession of a Grade 12 Certificate. Grade B Private Security Industry Regulatory Authority (PSIRA) Registered. Minimum of 5 years security supervision experience (including experience as a Senior Security Officer). Job related knowledge: Knowledge of departmental disaster management plan. Knowledge of Occupational Health and Safety Act. Knowledge of the control room procedure (closed-circuit television (CCTV) surveillance systems). Knowledge of Criminal Procedure Act. Knowledge of Minimum Information Security Standards (MISS). Knowledge of Minimum Physical Security Standards (MPSS). Knowledge of Safety at Sports and Recreation Events Act. Job related skills: Interpersonal relations skills, Communication skills (verbal and written), Exposure to supervisory skills, Computer literacy and Investigation skills. A valid 08 driver's licence. Willingness to travel, work shifts and irregular hours.

**DUTIES** : Monitoring the implementation of physical security measures and physical security systems. Supervise In-house and private security officials. Ensure implementation of access control procedures by security officials. Protect employees, information and property of the Department. Inspect all security registers, aids and irregularities and make an entry in the occurrence book and report to supervisor. Ensure regular patrols per site are conducted effectively. Escort visitors on the premises where applicable. Monitor the movement of equipment's and assets of the Department. Ensure and coordinate duties rosters are available. Monitor implementation of key control procedures. Coordinate the operationalization of security equipment in the control room (closed-circuit television (CCTV) cameras, public address, fire panel, lift intercom etc.), where applicable in the control room. Monitor working conditions of security equipment's in the control room. Monitor the activation and deactivation of security access cards. Maintain accurate record of data recordings. Record on / off duty shifts and incidents in the occurrence book. Report all defaults on available safety and security systems and equipment. Monitor the issuing of new access cards. Participate in evaluation exercise during emergency situations. Test functionality of all security equipment on regular basis. Keep the exit points clear off any possible blockages. Participate and assist Occupational Health and Safety during emergency situations. Participate on the implementation of Occupational Health and Safety Act. Compile report on evacuation exercises and non-compliant officials. Conduct after hours inspections to all offices and ensuring implementation of service-level agreement (SLA). Monitor performance of guarding services in terms of the SLA. Provide a feedback inspection report to Supervisor. Report identified breach of the agreement to supervisor. Manage and coordinate security incidents / breaches. Ensure that all security incidents and breaches are reported. Complete and update security incidents register. Compile preliminary investigation report. Participate in planning and coordination of special events. Participate in planning for special events. Conduct access control into the plenary and holding rooms. Issue accreditation to stakeholders. Escort very important person's. Ensure security plans for special events.

**ENQUIRIES** : Ms D Swanepoel Tel No: (012) 312 8436  
**APPLICATIONS** : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE** : Coloured, Indian and White Males and African, Coloured, Indian and White Females and Persons with disabilities are encouraged to apply.

**POST 40/06** : **SENIOR SECURITY OFFICER REF NO: 3/2/1/2022/609 (X2 POSTS)**  
Directorate: Physical Security and Special Events

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate. Security Certificate (a minimum of 1 year of study). Grade B Private Security Industry Regulatory Authority (PSIRA) Certificate. Minimum of 3 years security experience. Job related knowledge: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standards (MISS), National Industrial Security Academy (NISA), Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.

**DUTIES** : Supervise the security functions performed by the security officers / service providers, ensuring adherence to departmental security policies. Allocate duties to security officers / service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Inspect and report all non functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc). Check incidents / occurrence books / registers. Monitor and provide support in case of emergencies. Administrative and related functions. Determining rosters, shift schedule and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with human resource procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the Department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment / systems. Ensure system are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the Department's assets. Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.

**ENQUIRIES APPLICATIONS** : Ms D Swanepoel Tel No: (012) 312 8436  
: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE** : Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply. Willingness to travel, work shifts and work irregular hours will be essential.

**POST 40/07** : **FINANCIAL CLERK (PAYABLES) REF NO: 3/2/1/2022/611**  
Directorate: Financial Accounting

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum (Level 05)  
: Gauteng (Pretoria)  
: Applicants must be in possession of a Grade 12 Certificate. No experience required. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislation procedures and Treasury Regulations (Public Finance Management Act (PFMA), Division of Revenue Act (DORA), Public Service Act (PSA), Public Service Regulations (PSR), Preferential Procurement Policy Framework Act (PPPFA), Financial manual). Knowledge of basic financial operating systems (Personnel and Salary Administration (PERSAL), Basic Accounting System (BAS), Logistical Information System (LOGIS) etc). Job related skills: Planning and organising skills, Computer operating skills, Language skills, Good communication skills (verbal and written) and Basic numeracy skills. Flexibility.

<b><u>DUTIES</u></b>	: Interpersonal relations. Teamwork. Ability to perform routine tasks. Ability to operate office equipment. Accuracy. Aptitude of figures. : Render financial accounting transactions. Receive invoices. Check invoices for correctness, verification and approval (internal control). Process invoices (e.g. capture payments). Filing of all documents. Collection of cash. Perform salary administration support services. Receive salary advices. Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform bookkeeping support services. Capture all financial transactions. Clear suspense accounts. Record debtors and creditors. Process electronic banking transactions. Compile journals. Monitor and follow up on debtor accounts. Register new debts. Follow up on debt related submissions (State Attorney Cases etc). Send Statements to debtors monthly either by post or by email. Render a budget support service. Collect information from budget holders. Compare expenditure against budget. Identify variances. Capture, allocate virements on budgets. Distribute documents regarding the budget. File all documents. Receive and capture cash payments.
<b><u>ENQUIRIES</u></b>	: Ms SH Sambo Tel No: (012) 319 6780
<b><u>APPLICATIONS</u></b>	: Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.
<b><u>NOTE</u></b>	: African, Coloured, Indian and White Males and Coloured and Indian Females and Persons with disabilities are encouraged to apply.
<b><u>POST 40/08</u></b>	: <b><u>SECURITY OFFICER REF NO: 3/2/1/2022/608</u></b> Directorate: Physical Security and Special Events
<b><u>SALARY</u></b>	: R124 434 per annum (Level 03)
<b><u>CENTRE</u></b>	: Gauteng (Pretoria)
<b><u>REQUIREMENTS</u></b>	: Applicants must be in possession of a Basic Education and Training (NQF level 3) and Basic Security Officer's course. Job related knowledge: Knowledge of the access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standard (MISS), National Intelligence and Security Agency (NISA), Protection of Information Act, etc.) and the authority of security officers under these documents. Knowledge of the relevant emergency procedures.
<b><u>DUTIES</u></b>	: 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. firearms 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. Ensure safety in the building and the premises. Undertake building / premises patrol to identify and check that doors are locked and unlocked as required. That water leaks and taps are closed. Fire hazards exposed electrical contracts and other fire hazards emanating from for instance chemicals. Lights, switch on and off as required and suspicious objects and packages are reported. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and Department management. Monitor and respond to alarm system. Ensure that all incidents are recorded in the occurrence book / registers. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorized. Complete or ensure that register 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 points of entry according to classification and the prescripts. Operate control room security equipment's. Monitor all movements, events and activities within the Department's premises

using Close Circuit Television (CCTV) equipment's. Ensure that security system is 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.

**ENQUIRIES**  
**APPLICATIONS**

- : Ms D Swanepoel Tel No: (012) 312 8436
- : Applications can be submitted by post to: Private Bag X833, Pretoria, 0001 or hand delivered to: 184 Jeff Masemola Street (formerly known as Jacob Mare), corner of Jeff Masemola and Paul Kruger Streets, Pretoria or to Agriculture Place, 20 Steve Biko (formerly Beatrix) Street, Arcadia, Pretoria, 0001.

**NOTE**

- : Indian Males and African, Coloured and Indian Females and Persons with disabilities are encouraged to apply. Willingness to travel, work shifts and work irregular hours will be essential.