

**DEPARTMENT OF TRANSPORT**

***Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets. Preference will be given to candidates whose appointment will assist the department in achieving its Employment Equity targets at these specific levels in terms of the Department's Employment Equity Plan, therefore White male / female, Coloured male/ female, Indian male / female and people with disabilities are encouraged to apply.***

- APPLICATIONS** : Department of Transport, Private Bag X193, Pretoria, 0001 or hand deliver at the 159 Forum Building, Cnr Struben and Bosman Street, Pretoria for attention Recruitment Unit. Room 4034.
- CLOSING DATE** : 17 February 2023
- NOTE** : Applications must be accompanied by new Z83 form, obtainable from any Public Service Department, (or obtainable at [www.gov.za](http://www.gov.za)). Applicants must fill in full new Z83 form part A, B, C, D and F. A recent updated comprehensive CV (previous experience must be comprehensively detailed, i.e. positions held and dates). Applicants will submit certified copies of all qualifications and ID document on the day of the interviews. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The Department reserves the right not to fill the post. All shortlisted candidates for will be subjected to undertake a technical exercise that intends to test relevant technical elements of the job; the logistics will be communicated to candidates prior to the interviews. Recommended candidates will also be required to attend a generic managerial competency assessment after the interviews also take a note that National School of Governance (NSG) has introduce compulsory SMS pre-entry certificate with effect from 01 April 2020 as Minimum Entry Requirements for Senior Management Services and can be accessed through the following link: <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate must disclose to the Director-General particulars of all registrable financial interests, sign a performance agreement and employment contract with the Director-General within three months from the date of assumption of duty. The successful candidate must be willing to sign an oath of secrecy with the Department. Applicants will be expected to be available for selection interviews and assessments at a time, date and place as determined by the Department. An offer letter will only be issued to the successful candidate once the following has been verified educational qualifications, previous experience, citizenship, reference checks and security vetting. Please note: Correspondence will only be entered into with short-listed candidates.

**MANAGEMENT ECHELON**

- POST 03/145** : **DIRECTOR: SECURITY SERVICES REF NO: DOT/HRM/2023/05**  
Branch: Administration (Office of the Chief Operations Officer)  
Chief Directorate: Corporate Management Services  
Directorate: Security Services
- SALARY** : R1 105 383 per annum (Level 13), (all-inclusive salary package) of which 30% can be structured according to individual needs.
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate NQF level 7 qualification in Security Risk Management / Safety and Security Management / Policing Management as recognized by SAQA. State Security Agency Security Management course certificate. Certificate of Successful completion of the National School of Government's Senior Management Service Pre-Entry Programme. The post requires 5 years relevant experience at Middle Management level in a security management environment. Note: the following will serve as strong recommendation: Computer Literacy. Management and strategic leadership environment. Effective communication skills (written and verbal) at all levels. Report writing and presentation skills. Planning, organizational relationship and conflict management skills. Detection, analytical thinking. Decision making and motivational abilities. Willingness to successfully attend prescribed training courses. Prepared to travel and work irregular and long hours. Valid South African drivers' licence.

**DUTIES**

: The incumbent will be responsible for the following: Develop and implement physical security for the Department and procedures. Manage physical security operations. Perform physical security risks assessments. Respond to and investigate security incidents and breaches. Manage the implementations of the OHS Program, fire safety and contingency plan. Provide physical security services to the Department. Develop, implement and document, personnel and communications security policies and procedures. Develop, implement and manage document classification and protection program. Develop and implement personnel security, i.e. security screening, vetting and vetting process. Develop, implement and manage communication security. Develop, implement and manage education security (security awareness). Render security services. Establish, implement and manage the security policy, administration and organizational functions as per NKP requirements. Ensure compliance with all administrative requirements, regulations, rules and instructions pertaining to the Directorate. Management of staff in the unit, as well as contractors. Establish and maintain governance and administrative systems continuity within the work of the Unit. Prepare and submit implementation plans. Monitor quality control of work. Ensure the compilation of the annual report and other strategic documents for the directorate. Monitor the planning, organising and delegation of work. Ensure monitoring and evaluation is carried out in all areas of the directorate. Represent the DOT at various forums as requested and coordinate efforts and report back. Assist with security at various events. Assist high-level staff at events with security.

**ENQUIRIES**

: Ms Carmen Coetzee Tel No: 012 309 3493

**NOTE**

: Preference will be given to African Male/Female, Coloured Male/Female, White Male/Female and persons with disabilities are encouraged to apply for the position.