

**PROVINCIAL ADMINISTRATION: NORTHERN CAPE
DEPARTMENT OF TRANSPORT SAFETY AND LIAISON**

This Department is an equal opportunity, affirmative action employer, whose aim is to promote representivity in all occupational categories in the Department

- APPLICATIONS** : Applications stating the relevant reference number must be sent to: Head of Department: Department of Transport, Safety and Liaison, t & l Building, 69 Memorial Road, Kimberley, Private Bag X5016, Kimberley, 8300. Email: Dtsl_recruitment@ncpg.gov.za
- FOR ATTENTION** : Ms.J.J.Jafta
- CLOSING DATE** : 02 May 2025
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department) and must be completed in full and page 2 originally signed; Clear indication of the post and reference number must be indicated on your Z.83. A detailed comprehensive CV specifying all qualifications and experience with respective dates. Applications submitted on the incorrect application form (old Z83) will be disqualified. Only shortlisted candidates will be required to submit certified copies of qualifications, ID and driver's license before or on the day of the interview. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority (SAQA). All shortlisted candidates will be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. Note" in line with DPSA Circular 19 of 2022, applicants are required to submit the new employment Z83 form which can be downloaded at www.dpsa.gov.za vacancies or obtained at any government. A recently updated, comprehensive CV, with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The provision of certified copies of qualifications will only be required from shortlisted candidates for submission on or before the day of the interview. Shortlisted applicants will be subjected to qualification verification, reference checking, security screening and vetting. Should you be in possession of a foreign qualification, it is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation only when shortlisted. Correspondence will be limited to successful candidates only. Short-listed candidates will be expected to avail themselves at the Department's convenience. The department reserves the right not to make appointments to the advertised posts. Incomplete applications, applications received after the closing date or applications without SAQA verification reports for foreign qualifications will not be considered. It is important to note that it is the applicant's responsibility to ensure that all information and attachments in support of the application are submitted by the due date. Each application for employment form (Z83) must be duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification during the selection process. Applications submitted using the old Z83, as well as not submitting the required documents will result in the application not being considered. All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date; late applications will not be considered.

OTHER POST

- POST 13/159** : **SECURITY OFFICERS REF NO: S4.1/04/01 (X38 POSTS)**
Directorate: Corporate Services
- SALARY** : R163 680 – R192 810 per annum (Level 03)
- CENTRE** : Head Office: (Kimberley) Northern Cape
- REQUIREMENTS** : ABET / Grade 11 Certificate and Grade "C" PSIRA or equivalent qualification. 1– 2 years' experience in security operation. No criminal records or case pending against you. Be able to work independently and in a team. Willingness to work irregular hours and shifts (Day/Night including weekends and holidays) due to the nature of the job, be willing to be vetted. Knowledge and Skills: Knowledge of Security legislation, policies and Procedures, Public Service Regulations, Security Registers, Batho Pele Principles, MISS, Good customer

management skills, good communication, interpersonal skills, and Problem-solving skills. Time management. Attributes: Discipline, Self-confidence, Meticulous, Flexible, Initiative, Ethical, Reliable, Independent.

DUTIES

: Perform access control functions. Provide escort to visitors and contractors while in the premises. Subject everyone entering the premises and their baggage to electronic search through metal detector and x-ray machine. Ensure safety of staff and visitors in the building and premises. Provide general and patrolling duties including in the parking area, searching of vehicles and checking of security duty points ensure all incidents are recorded in the occurrence book. Keep register of requests to open offices and report pattern to supervisor. Ensure that only authorized person access parking and register all visitors vehicles entering the premises. Ensure that all departmental assets leaving the building are registered and authorized by relevant sub directorate. Ensure that unauthorized persons and dangerous objects do not enter the building/premises and allow visitors/contractors into the building as per direction of security management.

ENQUIRIES

: Mr.Moses Mjoli at 083 505 1460, Ms.Jane Jafta at 069 224 6157

NOTE

: Woman and persons with disabilities are encouraged to apply. Note" in line with DPSA Circular 19 of 2022, applicants are submitting Z83 and CV Only