



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

DEPARTMENT : CORPORATE SERVICES
POSITION : SECURITY OFFICER X 01
NATURE OF APPOINTMENT : PERMANET
TASK GRADE : 12
SALARY NOTCH : R 381 440.76
SALARY SCALE : R 381 440.76 pa-R 495 130.42pa
REF. NUMBER : KZ293CORP052

MINIMUM REQUIREMENTS

The incumbent must have Matric Certificate and a three-year National Diploma /Degree in Security Management or equivalent, plus a minimum of two years working experience within the in the security environment. Must be in good health and physical stature. Valid driver's license minimum code B.

KNOWLEDGE, SKILLS & COMPETENCY

- Knowledge of Security Legislations e.g MISS
- Knowledge of emergency procedure
- Knowledge of health and safety
- Good presentation and communication and interpersonal skills
- Computer literacy

KEY RESPONSIBILITIES

- Conduct internal investigation and enforce security rules & regulations.
- Monitor access control within the municipal buildings.
- Ensure safety in the buildings and on the premises.
- Supervise security staff.
- Conduct site inspections on all municipal buildings and prepare reports.
- Ensure the safe custody and protection of municipal assets through the implementation and adherence to MISS.
- Maintain and implement physical security measures to minimize risks.
- Monitor and inspect security control registers.
- Investigate all incidents that have occurred in the municipal premises/ offices and liase with the relevant stakeholders.
- Liase with the National Intelligent Agency(NIA), South African Police Service and other security agencies.
- Manage private security service providers.
- Align and implement security policies and regulations.
- Conduct security awareness.

BENEFITS

13th Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy .

CLOSING DATE: 18 AUGUST 2023 @ 16h00

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be hand delivered to **HR Office No 06** or forwarded through courier services to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Enquiries are to be directed to **Manager: Human Resource** on this telephone number (032) 532 5000

Faxed, e-mailed, Z83 form late applications will not be considered.

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:


MR. SDG KHUZWAYO
MUNICIPAL MANAGER

02/08/23
DATE