



Transport, Safety and Liaison

NORTHERN CAPE PROVINCE

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,
Ocean Echo Building, Cnr Sidney and Lennox Street, P.O.Box 1368, Kimberley, 8300.

FOR ATTENTION: Ms.J.J.Jafta

CLOSING DATE: 15 May 2024

NOTE: Note" in line with DPSA Circular 19 of 2022, applicants are submitting the new employment Z83 form which can be downloaded at www.dpsa.gov.za-vacancies or obtained at any government department and CV. Only shortlisted candidates will be requested to submit certified documents. A recently updated, comprehensive CV with at least two (2) contactable references should accompany the fully completed and signed new (Z83) form. The CV must also accompany copies of qualifications (a transcript of results may also be attached), driver's license, identity document and other relevant certificates, such copies need not be certified when applying for the post. The provision of certified documents 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. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. 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. 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. Emailed applications must include a completed and duly signed new Form Z83, which must be completed in font size of 11 and Arial theme font. Attachments must be in a PDF format and limited to 4 megabytes. Emails that do not comply with the above specifications will be rejected and therefore not reach the Department. 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.

POSTS

- Posts:** Supervisor Security Officials X 7
Salary: R202 233 per annum (Salary level 5)
Ref: S4.1/05/25
Requirements: NQF level 4 or 5 (A grade 12 certificate or equivalent). Security certificate (A minimum of 1 year of study) **Grade B PSIRA**. Proof of registration with the Private Security Industry Regulatory Authority (PSIRA). Knowledge of access control procedures, measures for the control and movement of equipment and store content, prescribed security procedures, authority of a Security Officer and emergency procedures.
- Duties:** Supervise the security functions performed by the Security Officers to ensure adherence to and implementation of Departmental security policies. Perform administrative functions. Render support to colleagues, Departmental employees and clients regarding security matters. Provide inputs on the drafting of security policies and procedures. Monitor and maintain effective security systems. Provide support during investigations
- NOTE:** People with disabilities are encouraged to apply.
- Enquiries:** Mr.Moses Mjoli – 053 839 1759 / Mr.Batsile Marekwa- 053 839 1795

POSTS

- Posts:** Security Officials X 143
Salary: R147 036.00 per annum (Salary level 3)
Ref: S4.1/05/24
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.

NOTE:

People with disabilities are encouraged to apply.

Enquiries:

Mr. Moses Mjoli – 053 839 1759 / Mr.Batsile Marekwa- 053 839 1795



