



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	SITA/20240311/1457
BPS Vacancy Number:	VAC00552/23, 0017/22, 0124/24, & VAC00125/24
Job Title:	Shift Leader: Physical Security
Job Level:	B3
Vacancy Type:	Internal & External
Salary Range:	R162236.00 - R243354.00
Organisation Name:	State Information Technology Agency
Division:	HCM: Executive HCM
Department:	HCM: HOD Facilities & Physical Security
Employment Type:	Permanent
Location:	Erasmuskloof, Centurion Numerus & Beta
Number Of Openings:	4

Purpose of Job:

To provide an efficient and professional physical security service at all allocated SITA buildings in order to protect and safeguard life, assets and property.

Responsibilities:

Ensure compliance to security operational deployment plans. Ensure the effective and safe utilisation of security infrastructure, systems and resources. Ensure compliance to quality security standards. Assist with risk assessments to determine security threats and assuring current security measures meet security policies and standards. Ensure that all Physical Security, environmental risks and threats that had been identified are addressed as per policies and procedures and ensure the building comply with Building Safety requirements. Ensure compliance to security policies and procedures. Ensure and coordinate operation of control room on all functions including CCTV , alarms system and radio system .Coordinate recording details on logbooks (access control registers).Ensure and coordinate recording details on logbooks (access control registers).Ensure security breaches are investigated . Assist with physical security and safety risk assessments

Qualifications and Experience:

Minimum: Grade 12 (NQF level 4) plus a relevant recognised course (shorter than a year at NQF level 4- certificate of competence) -depending on operational requirements. Driver's license code 10

Experience: 0- 1 years' experience applicable to the specified discipline. Understand the basic theoretical reasoning and detailed practical applications behind the process or system

Knowledge:

Risk Identification Security supervision of a shift Application of Safety, Health and Environmental regulations Understanding of physical security policies and procedures Supervision of Contract staff PSIRA Grade A Certificate

Technical Competencies

Facilities Management

A range of disciplines and services to ensure the functionality, comfort, safety and efficiency of a built environment ? kitchens, buildings and grounds, infrastructure and real estate.

Business Writing

Conveys written information and business reports in a detailed and effective manner to individuals or groups to ensure that they understand the message.

Interpersonal and Behavioural Competencies

Additional Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: <http://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: egovsupport@sita.co.za or Call: 0801414882

Closing Date : 13 Mar 2024

Disclaimer

*****NB: EMAILED CV'S WILL NOT BE ACCEPTED*****