

## INTERNAL/EXTERNAL JOB FORUM

Our policy is to provide equal employment opportunities to all qualified persons without regard to race, religious belief, age, national origin, marital status, physical disability, HIV status, gender, social origin, culture, political opinion, conscience or sexual orientation.

Please ensure that you have submitted a complete CV with updated information related to your employment, qualification(s) and contact details and have attached certified copies of all relevant qualifications and documents (Grade 12 certificate, identity document, qualification(s), proof of registration, driver's licence, etc.).

If a candidate does not comply with the appointment requirement(s), the application will not be considered.

No late applications will be accepted, and no faxed or emailed applications will be accepted. Hard-copy applications must be delivered by hand to any of the offices listed below.

If you do not receive correspondence from our office within 21 days of the application's closing date, please consider your application unsuccessful.

Applicants should note that they may be required to provide proof of original qualification documents during the selection process.

Information on the latest jobs can be accessed at any regional customer care centre or at the following link (alternately, visit the City of Tshwane's public website and click on "Services" and then on "Job Forums"):  
<http://www.tshwane.gov.za/sites/Departments/Corporate%20and%20Shared%20Services/Pages/Job-Forum.aspx>

### APPLICATIONS CAN BE HANDED IN AT ANY OF THE FOLLOWING:

Region	Contact number	Physical address:
3	<b>General enquiries: LJ Moleli</b> 012 012 358 4346	Employee Interaction Centre (1 <sup>st</sup> Floor), Bothongo Plaza West, 271 Francis Baard Street, Pretoria Central
1: Sector 1	012 358 3604/3605	2162 Block U, Molefe Makinta Street, Mabopane
1: Sector 2	012 358 9512	Unit 14B, c/o Daan de Wet Nel & Willem Cruywagen Streets, Station Square Centre, Winterness
2: Sector 1	012 358 9887/9888 / 012 711 3889	113 Lovers Lane, Mandela Village, Hammanskraal
2: Sector 2	012 543 1715/3600	Wonderboom Fire Station, c/o Lavender Road & Borage Avenue, Wonderboom
3: Sector 1	012 358 1905	1 Madiba Street, Pretoria
3: Sector 2	012 358 1906 / 012 321 0317	1 Madiba Street, Pretoria
4	012 358 3116/3117 / 012 664 2972	100 Napier Road, Lyttelton, Centurion
5	012 734 4120 / 012 358 6983/4	C/o Oakley & Montrose Street, Rayton
6	012 358 5230/5216	71 Boundary Avenue, Sun Valley, Mamelodi West
7	013 932 6285 / 012 358 6855	C/o Mark & Botha Street, Info Forum Building, Bronkhorstspuit

### CLOSING DATE: 28 November 2019

Please note that the Employee Interaction Centre will close for applications at 12:00 on this day.

Administration	IT	Managerial	Political	Professional	Safety, Security and EMS
Secretarial		Semi-skilled labour	Support services	Technical	Unskilled labour

**DEPARTMENT: TSHWANE METRO POLICE**

**Division: Asset Protection**

**Section: N/A**

**Location: All regions**

**DOCUMENTS TO BE SUBMITTED WHEN APPLYING FOR THE POSITIONS:**

- CV and/or application form (application form is available on the City of Tshwane's website)
- Copy of identity document
- Copy of Grade 12 certificate or equivalent qualification
- Copy of PSIRA certificate Grade C, B or A and proof of PSIRA registration
- Proof of residence in the City of Tshwane

**PLEASE NOTE THAT APPLICATIONS RECEIVED WITHOUT THE ABOVE-MENTIONED DOCUMENTATION WILL NOT BE CONSIDERED.**

**Reference number**      **COSA144-2019**

**Position**                      **ASSET PROTECTION OFFICER GRADE C (1 500 POSTS)**

<b>To be advertised</b>	<b>Internal</b>					<b>External</b>				
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<b>This position seeks to attract</b>	African female	African male	Coloured female	Coloured male	Indian female
	Indian male	White female	White male	Person with disability	All categories

**Salary**                      R94 071.00 plus benefits per annum

**Estimated total remuneration package**                      Not more than R170 988.00 per annum

**Job purpose**                      To deliver effective security services to protect the property and assets of the City of Tshwane and the personnel and clients of the City of Tshwane while in City of Tshwane buildings.

## Appointment Requirements

- Grade 12 or equivalent qualification
- PSIRA certificate Grade C and PSIRA registration
- Relevant experience in security services will be an added advantage.
- No criminal record and/or pending criminal case. ***The applicant must be willing to undergo a security clearance process.***
- Physically fitness and health. ***The applicant must be willing to undergo or may be subjected to a physical evaluation process; the applicant must provide a medical certificate as proof that he/she may do strenuous exercises (to be submitted if and when invited for a physical evaluation).***
- Willingness and ability to work shifts
- The candidate must be willing to be placed anywhere within the borders of the City of Tshwane and can be deployed anywhere within the borders of the City of Tshwane without prior notice. Thus, by applying for these positions the applicant irrevocably accepts this condition.
- The duties and responsibilities listed in the advertisement may be changed at any time, depending on the operational requirements of the employer, on the same job level and within the parameters of the discipline or distinct part of the organisational structure.

## Personal attributes and/or competencies

Good communication skills (verbal and written); fluency in at least two official languages, one of which must be English; adaptability and flexibility; leadership and people skills; independence regarding the execution of assigned duties; ability to work under pressure; willingness to accept responsibility; ability to work with deadlines; ability to make good decisions; ability to pay attention to detail; good linguistic proficiency

## Primary functions

Administrative duties:

- Record entries in the occurrence book
- Record entries in personal pocket books
- Write reports at request of the senior safety officer
- Write statements/affidavits
- Keep security registers up to date
- Compile statistics
- Liaise with both SAPS and Metro Police
- Monitor alarms
- Coordinate security activities of colleagues

Access control:

- Administer right of admission
- Check incoming and outgoing vehicles for possible theft
- Perform ingress and egress control as well as on-site vehicle control

Alarm response:

- React immediately to activated alarms
- Check for any signs of break-in
- Call for reinforcement when the need arises
- Report findings to the control office for the purposes of record-keeping and further investigation
- Report alarms to the senior security officers
- Record activities in the pocket book

Patrol duties:

- Check perimeter fencing for damage
- Check all offices for break-ins as well as windows and doors that are left open or are not locked
- Report any findings and security breaches to the control office
- Log patrol departures and arrival in the occurrence book and pocket book

- Patrol the building during business hours and after hours
- Identify criminal activities and make arrests
- Switch lights off after hours
- Be fully alert at all times and report anything unusual
- Do site patrols must at irregular intervals but at least twice per hour or in compliance with the dictates of any monitoring devices installed on site

**SAP**

To be determined

**New/natural  
attrition**

New

**Enquiries**

D Phala (012 358 5686) / D Letshela (012 358 5676)

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