



The President of the Republic of South Africa proclaimed, by Proclamation No 44 of 2010, the establishment of the Office of the Chief Justice (OCJ) as a national department on 3 September 2010 to support the Chief Justice as the Head of the Judiciary and the Head of the Constitutional Court. The services of the following dynamic person are required to capacitate the Office:

REFERENCE: 2015/146/WC/OCJ

POST: SECURITY OFFICER

CENTRE: WESTERN CAPE HIGH COURT: CAPE TOWN

SALARY: R 93 444 – R110 073 per annum. (The successful candidate will be required to sign a performance agreement).

REQUIREMENTS:

- Grade 12, Two years security experience,
- Registration with PSIRA, PSIRA Grade B certificate,
- Code 08/EB Driver's license,
- OHS; Basic firefighting;
- Electronic Access control Experience
- Internal and Perimeter patrols, investigations, escorting, protection of information Act,
- National key point (fire arm training)
- CCTV operation,
- Prisa Grade A certificate and strong administration skills will be an advantage,
- SKILLS AND COMPETENCIES,
- Good communication (verbal and written)
- Problem Solving and Decision Making Skills.
- Interpersonal Relation,
- People Management skills,
- Analytical thinking skills,
- Computer Literacy,
- Organizing and controlling skills

SKILLS AND COMPETENCIES:

- Good communication skills (written and verbal).
- Problem solving and decision making,
- Interpersonal relations,
- People management,
- Analytical thinking,
- Computer Literacy (MS Office)
- Planning, Organising and Controlling

DUTIES:

- Take charge of key control procedure,
- Ensure site specifications of private security services are complied with,
- Conduct Access control functions,
- Operates X-Ray machine and walkthrough metal detector,
- Operate CCTV system,
- Update occurrence book regularly,
- Conduct site inspection,
- Conduct internal and perimeter control,
- Register all visitors,
- Records fire arms in the relevant register,
- Register all incidents in the OB,
- Search all incoming and outgoing vehicle,
- Registering all vehicles in the control register,
- Records and ensure service intervals of fire and access control equipment is maintained,
- Follow site instructions given by the supervisor/manager and must be able to work extra hours when need arise.

ENQUIRIES : **Ms M Baker at ☎ (021) 469 4000**

APPLICATIONS : Quoting the relevant reference number, direct your application to: The Provincial Head, OCJ Service Centre Western Cape Address: 35 Keerom Street, Cape Town, 8000 or Private Bag X9020, Cape Town 8000

CLOSING DATE **4 SEPTEMBER 2015**

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa Act, 1996, and the staffing policy of the Public Service broadly will be taken into consideration. Applications must be submitted on Form Z83, obtainable from any Public Service Department. A Z83 & CV must be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered.

The Office of the Chief Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant Human Resources

policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

Please refer to the Recruitment Policy in terms of relocation and resettlement enquiries.

We welcome applications from persons with disAbilities 

CHIEF DIRECTOR CORPORATE SERVICES: HUMAN RESOURCE MANAGEMENT