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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 23 August 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/s are required to capacitate the Office:

REFERENCE : 2019/638/OCJ

POST : SENIOR ADMINISTRATIVE OFFICER: SECURITY AND FACILITIES

CENTRE PROVINCIAL SERVICE CENTRE: GAUTENG

LEVEL : 8

SALARY : R 316 791.00 per annum. The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- A three-year National Diploma/ Bachelor's Degree in Security Management or Risk Management plus a minimum of three years' experience in the security environment
- PSIRA Grade B Certificate
- Sound knowledge of PAIA, MISS, OHSA, Protection of Information Act, Access to Public Premises and Vehicles
- Computer Literacy
- A valid driver's licence.

SKILLS AND COMPETENCIES

- Excellent communication skills (written and verbal)
- Computer Literacy (MS Office); Good interpersonal relations
- Ability to work under pressure and solve problems
- Accuracy and attention to detail
- Confidentiality
- Analytical thinking
- Listening skills
- Time management
- Ability to work under pressure.



KEY PERFORMANCE AREAS

- Coordinate and guide provision of security operations
- Monitor the co-ordination of safety and security during key events and support Courts on high profile cases
- Monitor the implementation of security and risk management plan
- Monitor provision of support services on Court facilities and building infrastructure
- Provide security advisory services to management and maintain security value adding consultancy
- Ensure implementation of the OCJ Security Policy
- Development of security procedural guidelines
- Monitor matters related to integrity management and investigate security breaches
- Ensure that physical security measures are in place by providing physical security infrastructure and key controls
- Monitor and coordinate contracted security service providers and ensure compliance with the service level agreement
- Evaluation and optimization of the implementation of appropriate security measures and procedures
- The development and implementation of training and awareness programmes
- Ensure compliance with Occupational Health and Safety Act
- Monitor the implementation of Occupational Health and Safety within the Courts and the Service Centre interaction with security- related and relevant authorities.

ENQUIRIES: Ms T Mbalekwa Tel No: (011) 355 0404

APPLICATIONS: Quoting the relevant reference number, direct your application to: The Provincial Head, Office of the Chief Justice, Private Bag X7, Johannesburg, 2000 or hand deliver applications to the 12th floor, Cnr Pritchard and KrUIS Street, Johannesburg

CLOSING DATE: 15 NOVEMBER 2019

NOTE: In the filling of the advertised posts, the objectives of the Constitution of South Africa, 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 completed and signed form Z83 should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s), 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 South Africa, 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. The successful candidate/s will be subjected to Pre-Vetting (Pre-Screening). Financial records will only



be checked and considered for applicants applying for Finance related posts. Upon appointment applicants will be subjected to vetting with the purpose of determining their security competency.

All candidates selected for SMS posts must undergo a competency assessment after the interview. 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.

We welcome applications from persons with disAbilities 

