



**HUMAN RESOURCES**

## **SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY**

### **SECURITY SERVICES**

#### **INTERNAL ADVERT**

Sefako Makgatho Health Sciences University (SMU) offers professional health sciences training and education in a range of fields through excellence in teaching, learning, innovative research and community engagement. SMU is situated in Ga-Rankuwa (North of Pretoria) and the below position is currently available.

#### **INVESTIGATIONS OFFICER (2 Posts)**

Ref no: 28/2022/NGM/P11

The incumbent will mainly be responsible to investigate incidents of crime and irregular behavior and to provide an advisory service on crime prevention and other related matters, to staff and students. He/she will report to the Deputy Director: Security Services and must meet the following requirements and be responsible for the following key performance areas:

#### **REQUIREMENTS**

- Grade 12 and necessary security training and certification
- At least two (2) years' experience in public policing(SAPS)/security and investigation
- Be in possession of at least a valid light motor vehicle driver's Licence;
- Will be required to acquire PSRIRA Grade B(understanding of PSIRA legislations),once appointed
- Willingness to work beyond normal working hours
- Skilled in the use of MS Office, including Word and Excel
- Must have no previous criminal/departmental convictions or criminal or departmental cases pending;

#### **COMPETENCIES**

- Technical/ professional knowledge and skill
- Criminal investigations
- Interpersonal relationships
- Quality assurance and risk management
- Corporate governance
- Decision-making and problem solving
- Communication and presentation skills
- Health and Safety management
- Client/student service orientation

## KEY PERFORMANCE AREAS

- Planning, leading, conducting investigations relating to student and staff misconduct, criminal activities, irregularities and security related matters
- Assist management/clients in the disciplinary process
- Assist in preparation of witnesses and the presentation of evidence, including input in drafting of charges by HR Employment Relations
- Crime prevention awareness campaigns
- Conduct security surveys and risk analysis on continuous basis
- Adhere to SHE policies and procedures
- Relevant strategic and operational reports as and when required
- Contribute to the overall development of SMU and actively improving institutional culture
- Perform any other duties as determined by the Line Manager

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**Closing date: 19 April 2022**

Applications from Employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded, for the attention of Mrs NG Motsamai, to the Human Resources Department, P.O Box 68, Medunsa, 0204.

**The applications must be posted OR hand delivered (placed in an application box) to:**

**Human Resources Department, 5<sup>th</sup> Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi Street, Garankuwa, OR Human Resources Department, P. O. Box 68, MEDUNSA, 0204**

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Failure to submit the requested documents/information will result in your application not being considered.

*Telephonic enquiries regarding conditions of service: (012) 521-3893*

**The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer.**

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful.

***The University reserves the right not to make an appointment.***