



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF INSTITUTIONAL SUPPORT

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.

CONTROL ROOM OPERATOR (2 posts)

REF: 27/2022/NGM/P11

The Department of Institutional Support, Security Section, is looking for an energetic individual who will monitor the CCTV cameras, access control, fire alarm system, handling of incidents and crime prevention, reporting of equipment failure and other related duties that support security operations at SMU. The incumbent will report to the Chief Security Officer, and must meet the requirements, competencies and be responsible for the key performance areas below.

REQUIREMENTS

- Grade 12 and necessary security training and certification
- PSIRA Grade B
- At least three (3) years security experience in a control room environment
- Computer literate
- Must have no criminal record
- Willingness to work shifts
- Valid Driver's license (code 8/EB)

COMPETENCIES

- Technical/professional knowledge and skill
- Resource management
- Interpersonal relationships
- Quality assurance and risk management
- Ability to maintain strict confidentiality
- Decision-making and problem-solving skills
- Communication and presentation skills
- Health and safety management
- Client/student service orientation

- Team player
- Trustworthy
- Attention to detail

KEY PERFORMANCE AREAS

- Monitor the CCTV cameras, fire alarms, alarm system and access on the DVR monitors in the Control Room
- Handling of incidents such as complaints, misconduct and any emergency situation that may arise on Campus which is reported at the Control Centre
- Monitor the activities of the operational Security Officers and ensure they are on duty as required
- Report equipment malfunction, structural defects and irregularities to the CSO and make necessary arrangements with regard to repairs
- Compile relevant operational reports as and when required
- Inspect and test security system and equipment, reporting any defects and monitoring corrective actions taken: CCTV Camera system, Access Control, Alarm System and Fire Alarm System
- Contribute to the overall development of SMU and actively improving institutional culture
- Perform any other duties as determined by the Chief Security Officer

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, 5th 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.