



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.

SUPERVISOR (1 post)

REF: 26/2022/NGM/P12

The Security Section of the Department of Institutional Support, is looking for an energetic and vigilant individual to supervise its security operations on a particular shift. Amongst others, this may include the implementation of security plans and programs, crime prevention, health and safety management and people management. 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 five (5) years security experience
- Experience in supervision will be an added advantage
- Must be 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
- Good Interpersonal relationships
- Ability to maintain strict confidentiality
- Quality assurance and risk management
- 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

- Implement security plans and programs, by ensuring the implementation of the SMU shift system; physical security supervision; emergency response; crisis management; information protection and incident management
- Undertake active crime prevention, and ensure that all reported crime incidents, such as house breaking, vehicle theft and robbery are investigated, and reported to the Investigation Officer for further handling
- Supervisor traffic flow on Campus, including coordination of parking areas, VIP's, duty points and traffic control during special events on Campus
- Report invisible and damaged road signs and markings
- Identify and report unsafe circumstances, and ensure compliance with SHE policies and procedures
- Deploy Security Officers as per posting sheet, and ensure fair allocation of workloads
- Monitor staff timekeeping and attendance
- Compile relevant operational reports as and when required
- Research and implement best practices
- Contribute to the overall development of SMU by actively improving the institutional culture
- Perform any other duties as determined by the Line Manager

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

Internal April 2022

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.

Final