



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

SECURITY SECTION

INTERNAL ADVERT

Sefako Makgatho Health Sciences University (SMU) is a newly established University providing holistic Health Sciences Education, and is situated at Ga-Rankuwa (North of Pretoria). The following positions are currently available:

Security Officer (2 posts)

Ref: 29/2022/NGM/P13

The University is looking for energetic individuals with a heightened sense of safety awareness, and who will be responsible for ensuring a safe and secure environment for staff, students and visitors through access control duties, patrol and general guard duties, crime prevention, traffic control and response to alarms and emergency situations. The incumbent will report to the Chief Security Officer: Operations, 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 C
- At least three (3) years' security experience
- Experience in a tertiary environment will be an added advantage
- Must have no criminal record
- Must be physically fit
- Willingness to work shifts
- Valid Driver's license (code 8/EB)

COMPETENCIES

- Technical / professional knowledge and skill
- Resource management
- People management including performance management
- Ability to maintain strict confidentiality
- Good Interpersonal relationships
- Quality assurance and risk management
- Health and safety management
- Problem solving
- Good communication skills
- Client / student service orientation

KEY PERFORMANCE AREAS

- **Must perform access control duties**, including checking and assisting all employees and students to utilize their access cards to gain ENTRY to the Campus.

- Monitor access of visitors, contractors and non-card holders by means of the visitor's book and/or contractor access cards
- **Perform patrol and general guard duties**, and maintain constant vigilance, check strategic points and observe any changes or suspicious equipment or goods, and report to the Control Room
- **Crime Prevention by** ensuring vigilant observation of buildings, note suspicious or possible problem situations such as, open or broken windows, doors and/or burglar doors not locked. Ensure safety of area until situation is attended to and secured
- **Perform reaction/response alarms and emergency situations on Campus**, and maintain communication with the Control Room at all times with two-way radios
- **Perform traffic control and reservation of VIP Parking**, and ensure that traffic flow and parking regulations are adhered to on a continuous basis.
- Monitor activities and ensure safety of pedestrians and vehicles
- Report irregularities or dangerous situations to the Control Room immediately
- 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 through Employment Agencies will not be considered.

Typed applications (**quoting the reference number**) which should contain 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 hand delivered or posted to (place in an application box):

Human Resources Department, 5th Floor, Clinical Pathology building, Sefako Makgatho Health Sciences University, Molotlegi street, Ga-Rankuwa, 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.