



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF BUILT ENVIRONMENT

SECURITY SERVICES

Sefako Makgatho Health Sciences University (SMU) is a professional institution that 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 following positions are currently available:

SECURITY OFFICER (8 Posts)

REF: 16/2023/NGM/P13

The University is looking for dynamic and energetic individuals who will be responsible for ensuring a safe and secure environment for employees, 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 reports to the Chief Security Officer, and must meet the requirements, competencies and be responsible for the key performance areas listed below.

REQUIREMENTS

- Matric/Grade 12
- PSIRA Grade C
- Valid Driver's licence
- At least 3 years' security experience
- Experience in tertiary environment will be an added advantage

COMPETENCIES

- Technical / professional knowledge and skill
- Resource management
- People management including performance management
- Good interpersonal relationships
- Quality assurance and risk management
- Health and safety management
- Decision-making and problem solving
- Communication and presentation skills
- Client / student service orientation
- Trustworthy and reliable
- Honesty and Integrity

KEY PERFORMANCE AREAS

- Perform access control duties
 - Check and assist all employees and students to utilize access cards to gain access to the Campus
 - Monitor access to visitors, contractors and non-card holders by means of visitor's and/or contractor access cards
 - Conduct searches on employees, students, visitors, vehicles and equipment by means of physical inspection
 - Check removal permits of University property and private goods
 - Report any incident and equipment failure
- Patrol and general guard duties
 - Keep constant vigilance, check strategic points and observe any changes or suspicious equipment or goods and report to the Control Room
 - Monitor the movement of suspicious vehicles and people
 - Report suspicion to Control Room Operator to enable the Control Room Operator to be fore warned, and take necessary precautions and assist by monitoring the situation on the CCTV cameras
 - Report irregularities, damage and/or possible hazards to the Control Room
 - Act quickly in the event of any emergency and direct people towards safety, and contact the Control Room for assistance
- Crime prevention
 - Ensure vigilant observation of buildings, note suspicious or possible problem situations, such as open or broken windows, doors and/or burglar doors that are locked
 - Ensure safety of areas until situation is attended to and secured
 - Report findings of irregularities to the Control Room, such as structural defects and situations that may cause reason for concern such as broken fences or dark areas
 - Regularly conduct building inspections on Campus
- Respond to alarms and emergency situations
 - Maintain communication with the Control Room at all times with two-way radios
 - Respond to dispatch instructions from the Control Room
 - Observe, assess and react according to circumstances
 - Monitor, call back up, confront or apprehend the suspect
 - Keep records of time and actions on pocket book
- Traffic control and reservation of VIP parking
 - Ensure that traffic flow and parking regulations are adhered to on an continuous basis
 - Monitor activities and ensure safety of pedestrians and vehicles
 - Direct visitors during special events to designated parking areas
 - Reserve VIP parking areas during special events on Campus
 - Patrol parking areas and ensure safety of vehicles
 - Note and report possible problem situations such as poor road markings, road signs and unsafe road surface
- Monitoring, evaluation and reporting
 - Prepare relevant operational reports as and when required
 - Communicate and consult with relevant stakeholders

- Perform any other duties as assigned by the Line Manager
- Contribute to the overall development of SMU and actively improve institutional culture

Closing date: 23 March 2023

Applications through 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 or e-mail applications in MS Word format, to hr.recruitment1@smu.ac.za

The applications must be posted OR hand delivered 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.