



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 position is currently available:

CONTROL ROOM OPERATOR (1 Post)

REF: 17/2023/NGM/P11

The University is looking for a dynamic and energetic individual who will be responsible for monitoring of its CCTV cameras, access control, fire alarm and alarm system, handling of incidents and crime prevention, reporting of equipment failure and other related duties that support the security operations at the University. 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 B
- Valid Driver's licence
- At least 3 years' security experience in a control room environment
- Experience in the tertiary environment will be an added advantage
- Computer literacy

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 skills
- Good communication and presentation skills
- Client / student service orientation

- Team player
- Trustworthy and reliable
- Honesty and Integrity

KEY PERFORMANCE AREAS

- Operate and monitor CCTV cameras, access control, fire alarm system and alarm system
- Observe and identify suspects and dispatch operational Security Officers to the crime scene
- Keep communication with operational Security Officers, Key Officers and Supervisors
- Report occupational health and safety related incidents (injuries on duty or any health hazard risks) to Chief Security Operations (CSO)
- Handle 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 Issue lock up instruction to the Key Security Officers on duty
- Report equipment malfunction, structural defects and irregularities to the CSO and make necessary arrangements with regard to repairs
- Ensure that attendance register, posting sheet for Security Officers are signed and controlled on a daily basis and any variation are recorded in the occurrence book and reported to the line manager
- Ensure the necessary monitoring, evaluation and reporting
- 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
- Monitor the activities of the Key Officers and operational Security Officers to ensure high operational standards are maintained
- Perform any other duties as assigned by the line manager
- Contribute to the overall development of SMU and actively improve institutional culture

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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.

F E M N A L