



SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

DEPARTMENT OF SECURITY SERVICES

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunities below:

Chief Security Officer: Operations (1 post)

Ref: 82/2024/NGM/P8

The University is looking for a dynamic and energetic individual with meticulous attention to detail to manage all components of security operations on a particular shift. This may include the planning, developing and implementing of security plans and programs, managing the control room, crime prevention, health and safety management, people management and risk management; must meet the requirements, competencies and be responsible for the following key performance areas noted below:

REQUIREMENTS

- A relevant Degree/Diploma (necessary security training and certification)
- PSIRA Grade A
- At least five (5) years security experience, including supervision
- Computer literate (Ms Word, Excel, Power Point, Internet, Email)
- Valid South African driver's license

COMPETENCIES

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

KEY PERFORMANCE AREAS

- Ensure that the approved shift system is implemented
- Ensure that approved Standard Operating Procedures are implemented
- Planning, developing and implementing security plans and programs

- Supervision of Control Room Operators
- 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
- Attend to all complaints of incidents by students, staff, contractors or visitors and report to relevant officers
- Compile Operational Plans in conjunction with other Security Agencies i.e. Metro Police, SAPS, Organisers of the Events and Emergency Services
- Manage traffic flow on campus
- Ensure parking regulations are adhered to
- Coordination of parking areas, VIPs, duty points and traffic control during special events on campus
- Develop and implement the quality assurance system to meet both internally set standards and the requirements of relevant external bodies
- Ensure compliance with SHE policies and procedures
- Provide input regarding new policies and policy amendments
- Develop and administer employee security awareness programs / training
- Ensure fair allocation of workloads
- Relevant strategic and operational reports as and when required
- Contribute to the overall development of SMU and actively improve institutional culture
- Conduct other duties as shall be allocated by the Line Manager

Closing date: 5 September 2024

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 by e-mail to hr.recruitment1@smu.ac.za

The applications may also 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.