



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.

Investigation Officer (1 Post)

Ref: 87/2024/NGM/P11

The University is looking for a dynamic and energetic individual who will be responsible for the investigation of incidents of crime and behavior not consistent with its values, practices and policies, and to provide advisory services on crime prevention and other related matters, to employees and students. The incumbent will report to the Deputy Director: Security Services department and must meet the requirements and competencies and be responsible for the key performance areas listed below:

MINIMUM REQUIREMENTS

- Grade 12 and have the necessary security training and certification
- At least three (3) years related security and investigation experience
- At least two (2) years' experience in public policing (SAPS) / Security and investigation
- Be in possession of a valid South African light motor vehicle driver's license
- Will be required to acquire PSIRA Grade B (understanding of PSIRA legislation), once appointed
- Skilled in the use of MS Office, including MS Word and Excel
- Willingness to work beyond normal working hours
- Must have no criminal record (pending or convicted)

COMPETENCIES

- Technical/ professional knowledge and skill
- Resource management
- Good Communication and presentation skills
- Interpersonal relationships
- Quality assurance and risk management
- Corporate governance
- Health and safety management

- Decision-making and problem solving
- Client/student service orientation

KEY PERFORMANCE AREAS

- Use your investigative skills to ensure a safe environment that promotes a values- driven institution
- Planning, leading and conducting investigations relating to students and employee misconduct, criminal activities, irregularities and security related matters
- Assist Management/clients in the disciplinary processes of the University
- Assist in preparation of witnesses and the presentation of evidence, including input in drafting of charges
- Undertake crime prevention awareness campaigns
- Conduct security surveys and risk analysis on a continuous basis
- Adhere to SHE policies and procedures
- Compile relevant strategic and operational reports as and when required
- Contribute to the overall development of SMU and actively improve institutional culture
- Perform any other duties as assigned by the Line Manager

Closing date: 27 November 2024

Applications from Employment Agency 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 Ms NG Motsamai by e-mail, to hr.recruitment3@smu.ac.za

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 to make or not to make an appointment