



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### 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 opportunity below.

#### **Key Officer (1 Post)**

REF: 16/2026/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 will furthermore meet the requirements and be responsible for the key performance areas listed below:

#### **MINIMUM REQUIREMENTS**

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

#### **COMPETENCIES**

- Technical / professional knowledge and skill
- Resource management
- Interpersonal relationships
- Health and safety management
- Risk management
- Decision-making and problem solving
- Communication skills
- Client / student service orientation
- Team player

- Trustworthy
- Attention to detail

#### **KEY PERFORMANCE AREAS**

- Unlock all buildings in the morning to allow access to staff and students
- Keep a constant vigilance, check strategic points and observe any changes or suspicious equipment or goods and report to the Control Room
- Ensure vigilant observation of buildings, note suspect or possible problem situations such as, open or broken windows, doors and or burglar doors not locked
- Maintain communication with Control Room at all times using two-way radios
- Check and assist all employees and students to utilize access cards to gain access to the campus
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- Ensure that traffic flow and parking regulations adhered to on a continuous basis
- Produce relevant operational reports as and when required
- 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: 18 March 2026**

**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**.

**The applications must be hand delivered to (not later than 16h00 on the closing date as stated on the advert):**

**Human Resources Department, 5<sup>th</sup> 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.**

Final