

Apply for 10 Security Officer Vacancies At Department of Justice,

Location: National Office, Pretoria

Closing Date: 25 November 2024

This is an excellent opportunity for candidates who are dedicated, detail-oriented, and knowledgeable in security procedures. With a salary ranging from **R155,148 to R182,757 per annum**, this position offers not only financial stability but also the chance to contribute meaningfully to the safety and security of an essential government department. Here's everything you need to know about the application process, requirements, and responsibilities associated with this role.

Job Details: Security Officers (Ref No: 24/74/CS)

- **Number of Positions Available:** 10
- **Salary:** R155,148 – R182,757 per annum (with a requirement to sign a performance agreement)

Key Requirements:

To be considered for the position, applicants must meet the following criteria:

- **Minimum Qualification:** Grade 12 (Senior Certificate)
- **Certification:** PSIRA Grade C certification
- **Knowledge:**
 - Familiarity with physical security procedures and processes
 - Understanding of safety and security legislative frameworks
- **Skills and Competencies:**
 - Strong communication skills (both verbal and written)
 - Problem-solving abilities
 - Good interpersonal relations
 - Planning and organizational skills
 - Computer literacy
 - Ability to operate security equipment
 - Confidentiality awareness within a government setting

Job Duties:

As a Security Officer at the Department of Justice, you will be responsible for:

- **Access Control:** Monitoring and managing access to the premises to ensure only authorized personnel are allowed entry.

- **Building Safety:** Enhancing safety measures within the building or premises to maintain a secure environment.
- **CCTV Surveillance:** Watching and monitoring CCTV cameras to detect and respond to any suspicious activities.
- **Bio-metric Enrollment:** Enrolling staff on the bio-metric system for seamless access control.
- **Weekend Access Management:** Providing access to staff who need to enter the premises during weekends.
- **Prohibiting Unauthorized Items:** Ensuring that unauthorized items do not enter or leave the building or premises.

How to Apply:

Interested candidates should submit their applications quoting **Ref No: 24/74/CS** through one of the following methods:

- **Postal Address:** The Human Resources: Department of Justice and Constitutional Development, Private Bag X81, Pretoria, 0001
- **Physical Submission:** Application Box, First Floor Reception, East Tower, Momentum Building, 329 Pretorius Street, Pretoria
- **Email:** DOJ24-74-CS@justice.gov.za

Contact for Enquiries:

Ms. A. Van Ross – Tel No: (012) 315 1094

