



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

REGIONAL OFFICE GAUTENG
Private Bag X6, Johannesburg 2000 15 Floor Carlton Centre, Commissioner Street, JOHANNESBURG
Tel: (011) 223 7600, Fax: (011) 331 1062

Sub-Office File 2/1/5

21 July 2008

VACANCIES
(Head Office File 6/4/2/1)

REFERENCE: 08/201/GP

POST: ASSISTANT DIRECTOR – SECURITY AND RISK MANAGEMENT
(2 POSTS)

CENTRE: REGIONAL OFFICE GAUTENG

SALARY: R174 243 – R202 287 per annum. The successful candidate will be required to sign a performance agreement.

Requirements:

- National Diploma or degree in Risk and Security Management or equivalent qualification;
- Grade A PSIRA registered;
- Fire fighting and prevention certificate;
- A code EB driver's (code 8) licence.

Skills and competencies:

- Good communication skills (verbal and written);
- Computer literacy (MS Word and Excel)
- Project management skills;
- Presentation skills;
- Ability to work under pressure;
- Administrative and organizational skills;
- Sound interpersonal relations;
- Accuracy and attention to detail.

Duties:

- Perform a variety of duties related to the core functions of the security and risk management unit:
 - ❖ Ensure and monitor adherence to departmental security systems and policies;
 - ❖ Manage security at sub-offices in the region including resources, security personnel, contract security and physical security infrastructure;
 - ❖ Ensure Implementation of security measures at courts in

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- consultation with the court managers;
- ❖ Promote and facilitate security awareness and education programmes ;
 - ❖ Conduct security threats and risk audits;
 - ❖ Ensure compliance with MISS and departmental security policy;
 - ❖ Roll out of contingency plan and OHSA compliance at sub-offices within the region;
 - ❖ Ensure the safety of all persons in the court environment,

ENQUIRIES: Mr. J Reddy at ☎ (011) 223 7644

APPLICATIONS: Quoting the relevant reference number, direct your application to:
The Regional Head, Private Bag X6, Johannesburg, 2000

CLOSING DATE: **4 August 2008**

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be typed and completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office and this typed CV must accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of SA, 1996 (Act 108 of 1996), the EE imperatives as defined by the Employment Equity Act, 1998 (Act 55 of 1998) and relevant HR policies of the Department will be taken into consideration. Successful candidates may be required to undergo security clearance.

Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

DIRECTOR: HUMAN RESOURCES

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