

DEPARTMENT OF PUBLIC ENTERPRISES

APPLICATIONS: The Department of Public Enterprises, Private Bag X15, Hatfield, 0028 or hand deliver at 80 Hamilton Street, Arcadia, Pretoria 0001, or by email stated under each post
FOR ATTENTION: Human Resources

CLOSING DATE: 06 April 2021

NOTE Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to screening and security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered. All shortlisted candidates for SMS posts will be subjected to a technical exercise and competency assessment. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applications. The department reserves the right not to fill these positions. People with disabilities are encouraged to apply and preference will be given to the EE Targets of the Department.

MANAGEMENT ECHELON

POST: DIRECTOR: SECURITY AND FACILITIES MANAGEMENT, REF. NO DPE/2021/001

BRANCH: Corporate Services

SALARY: R1 057 326 per annum (Level 13), An All-inclusive remuneration package consisting of a basic salary of 70% and a 30% flexible portion that can be structured according to the individual's personal needs.

CENTRE: Pretoria

REQUIREMENTS: An appropriate degree in Legal, Security or Facility Management (NQF Level 7) as recognised by SAQA accompanied by minimum of 5 years middle/senior managerial level experience in security and Facility Management.

Knowledge of Minimum Security Information Security Standards, OHSA, Protection of Information Act, National Archives Act, National Vetting Policies, Operations, Project management and business intelligence applications. Investigative Skills, Problem solving skills. Self-motivated. Leadership potential. Solid verbal and written communication skills. Sound interpersonal skills. Ability to think strategically. Ability to work under pressure and deliver timeously. Excellent people management skills.

DUTIES: Facilitate the implementation of the MISS and MPSS in the Department. Monitor departmental compliance with the standards set out in the MISS and MPSS and facilitate the implementation of corrective action. Develop the departmental security risk register and recommend mitigation strategies. Conduct preliminary investigations. Develop and facilitate the implementation of the departmental master security management plan. Manage processes to ensure a safe working environment for employees and visitors. Manage the provisioning of VIP security services in line with the diplomatic protocols. Manage the provisioning of events security services. Monitor and evaluate the performance of the service provider responsible for office security services in line with SLA requirements and facilitate corrective action. Liaise with security agencies on security threats and arrangements for the security detail of political office bearers. Provide early warning and security contingency planning advisory services to executive management. Investigate security breaches and report thereon, inclusive of reporting to the relevant security agency. Provide security assistance in liaison with SOCs Administer vetting services. Liaise with the National Security Agency and administer employee vetting processes. Provide technical support to establish the departmental security level regime. Manage the Service Level Agreement with the Landlord. Manage the provisioning of reception and switchboard services. Manage the provisioning of housekeeping services, provision of plants, water and the maintenance of the building; inclusive of all matters related to the provisioning of a healthy working environment for employees and compliance with Occupational Health and Safety Act imperatives. Manage the provisioning of Office space. Identify and manage the financial, human and equipment resources of the Programme required to optimally support the implementation of the Unit's Annual Performance Plan. Represent the strategic intent of the Programme as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Programme in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Unit's human resources. Direct the utilisation of technology in support of the Unit's business processes.

ENQUIRIES: Mr Benneth Baloyi

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