****

|  |
| --- |
| **A. JOB INFORMATION** |

|  |  |
| --- | --- |
| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | SECURITY OFFICER: EDUCATION DEVELOPMENT CENTRES |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** |  |
| **LOCATION** |  |
| **COMPONENT** | EDUCATION DEVELOPMENT CENTRES |
| **DATE** |  |
| **POSTS REPORTS TO** | ADMIN OFFICER: EDUCATION DEVELOPMENT CENTRES |

|  |
| --- |
| **B. ORGANOGRAM** |

***SEE ATTACHED ORGANIZATIONAL STRUCTURE.***

|  |
| --- |
| **C.JOB PURPOSE** |

**To render a security service through protection, save guarding and access control with regard to buildings and other premises and their contents, (eg equipments, stores and employees) according to the prescribed security procedures, rules and regulations,**

|  |
| --- |
| **D.MAIN OBJECTIVE** |

|  |  |  |
| --- | --- | --- |
| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **Perform access control functions which will include the following:**   * Determine whether visitors have appointment or refer the relevant services delivery point. * Contract the relevant employee to confirm the appointment or refer the issue admission control delivery point. * Complete or ensure admission control register is completed and issue admission control documents as required. * Escort visitors to relevant employees/venues where required. * Operate X-ray machines where applicable. * Lock and unlock entrances * Identify suspicious conduct. * Ensure that unauthorised persons and dangerous objects do not enter the buildings/premises. |  |
| 2. | **Ensure safety in the building and the premises. This will include the following:**  **Undertake building/premises patrols to identify and check :**   * That doors are locked or unlocked as required * Water leaks and that taps are closed * Fire hazards, exposed electrical contacts and other fire hazards emanating from for instance chemicals * Lights, switch on and off as required * Suspicious objects and packages. |  |
| 3. | **Ensure that equipment, document and stores do not leave or enter the building or premises unauthorised. This will include the following tasks:**   * Complete or ensure that the registers to control the movement of equipment, stores and documents are completed * Ensure that no equipment, stores and assets of the department leave the building/premises unauthorised * Gather information and report on missing and stolen equipment and stores. * Handle documents at points of entry according to classification and the prescripts. |  |
| 4. | **Ensure all incidents are recorded in the occurrence books/registers** |  |
| **TOTAL** |  | **100%** |

|  |
| --- |
| **E.COMMUNICATION AND STAKEHOLDERS** |

|  |  |
| --- | --- |
| **No.** | **Stakeholders** |
| 1. | Provincial Executive Management (EXCO)  All Senior Management and official in the Department  National Departments and officials  Provincial Departments  School Governing Bodies  Private Sector Organisations  Organised Labour  State Owned entities  Oversight Bodies |

|  |  |
| --- | --- |
| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** |  |
| **HOURS OF WORK** | 8-16:30 |

|  |
| --- |
| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

|  |
| --- |
| **H.BUDGET** |

* Recommend expenditure as per the delegations.

|  |
| --- |
| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

|  |
| --- |
| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

|  |  |
| --- | --- |
| **ESSENTIAL REQUIREMENTS** | |
| **MINIMUM EDUCATION AND TRAINING** | * Basic security officers course * Basic education and training |
| **Minimum Experience** | * No experience |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **KNOWLEDGE** | * Knowledge of the access control procedures * Knowledge of measures for the control and movement   of equipment stores.   * Knowledge of prescribed security procedures and the   authority of security officers under these documents |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

|  |
| --- |
| **K. PROMOTION/PROGRESSION** |

|  |  |
| --- | --- |
| **NEXT HIGHER POST** |  |

|  |
| --- |
| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder*

|  |
| --- |
| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance agreement of the incumbent, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas. his/her key performance areas.*

|  |
| --- |
| **N. AGREEMENT** |

|  |
| --- |
| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |