



VACANCY

REFERENCE NR	:	VAC00110/24
JOB TITLE	:	Senior Manager: Physical Security
JOB LEVEL	:	D4
SALARY	:	R 845 277 – R 1 267 915
REPORT TO	:	HoD: Facilities Management & Physical Security
DIVISION	:	Human Capital Management
DEPT	:	Facilities Management and Physical Security
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (Internal/External)

Purpose of the job

To manage and implement an efficient and professional physical security service at all SITA buildings in order to protect and safeguard life, assets and property.

Key Responsibility Areas

- Develop and implement physical security policies and procedures to ensure secure working environment for employees, contractors and visitors
- Oversee and coordinate compliance with the National Key Points Act and Regulations and other relevant security legislation
- Manage physical security in buildings to ensure access and safety to staff and visitors to the buildings
- Manage and coordinate all Technical Security requirements supporting Physical Security
- Ensure that risk assessments are conducted to determine security threats and assuring current security measures comply with security policies and standards.
- Manage and coordinate all incident/crime investigations and reports to close out
- Manage, coordinate and maintain all relationships with external security stakeholders
- Management of vendors/ contractors providing services to SITA
- Management of resources allocated to the Physical Security unit.
- Manage and implement the annual budget requirements

Qualifications and Experience

Required Qualification: National Diploma / Bachelor's Degree in Security/Risk Management or a relevant qualification.

Certification: Valid regulation 21 certificate is an advantage. PSIRA Grade A certificate required.

Experience: 8 -9 years working experience in a Corporate/Public Sector Organization, with at least a minimum of 5 years proven supervisory/managerial and minimum 8 years proven crime investigations experience

Technical Competencies Description

Good knowledge and understanding of methodologies relating to physical security, and other security technologies. Knowledge of National Key Points Act and Regulations, Minimum Information Security Standards, Control of Access to Public Premises and Vehicle Act, Firearms Act, and other relevant security legislation Knowledge of Safety, Health and Environmental regulations. Knowledge of risk and security management principles. Knowledge of Safety, Health

and Environmental regulations and legislation. Understanding of physical security policies and procedures. Understanding of the ICT business environment and landscape. Sound understanding of supply chain, procurement, and the management of vendors/contractors. Computer literacy Knowledge of MS Office. Firearm Competency Excellent written & verbal communication skills.

Other Special Requirements

N/A.

How to apply

To apply please log onto the e-Government Portal: www.eservices.gov.za and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen"
3. Login using your username and password
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za OR call 080 1414 882

CV`s sent to the above email addresses will not be considered

Closing Date: 15 March 2024

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed candidates only. Preference will be given to members of designated groups (Females) and SITA Internal Applicants.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant`s responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicants documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.