PERMANENT POSITIONS

Department: Housing Region G
Salary: R41 493.20pm (basic salary excluding benefits)

Position: Security Officer
Branch: JMPD

Job Description:
- Provide and perform administrative duties, process and procure specific services and records management in order to ensure an effective and efficient administrative support service to the GFIS department.

Educational Requirements and Experience:
- Grade 12/Matric Certificate.
- Knowledge of relevant standards as well as the statutory and regulatory framework that govern local government / Private Sector, Provincial and National Government.
- Specialist knowledge of records management practices and report writing.
- Basic knowledge in systems such as SAP, BAS, Persal or any other related system.
- An added advantage.

Salary: R18 348.23pm (basic salary excluding benefits)

Designation: Administration Officer
Department: Office of the City Manager
Salary: R18 348.23pm (basic salary excluding benefits)

Job Description:
- Provide access control, do parameter patrolling, guarding, control room operations and general security services to ensure the safety and security of employees, stakeholders/assets, information and buildings/facilities.
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Educational Requirements and Experience:
- Grade 12 certificate/NQF level 4.
- Three (3) year tertiary qualification or Diploma in Administration / NQF level 6.
- Four (4) years experience within the security industry.

Contact Person: Pelisa Sindelo
Tel No: (011) 407 6560
Workplace: SAPPI Building
HAND DELIVERIES TO HUMAN RESOURCES, 6TH FLOOR, METROPOLITAN CENTRE, 158 CIVIC BOULEVARD, BRAAMFONTEIN

Department: Public Safety
Branch: JIMPD

Security Officer

The Executive Mayor, Cllr. Herman Mashaba in the State of the City Address on 3 May 2017 announced that the Security Services in the City is to be insourced. This advertisement gives effect to the statement of the Executive Mayor.

Interested persons meeting the requirements of the advertisement below is welcome to apply on the prescribed application form for this purpose. Application forms can be obtained from Citizen Relationship & Urban Management (CRUM) offices and Customer Service Centers across all regions.

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Closing date: 05 April 2018

These are employment equity targeted positions and preference will be given to EE targeted groups including people with disabilities.

The City of Johannesburg is an equal opportunity employer and reserves the right not to make an appointment. Appointment will be made in accordance with the COJs EE Policy.

An application letter together with a comprehensive CV must be forwarded to the contact details as mentioned above. Applications must contain at least 3 referees. If you have not heard from us within 6 weeks of the closing date, please consider your application unsuccessful.