



## **Security Officer**

**Location:** SAPS Head Office (Pretoria)

**Reference No:** AS/08/2024

**Salary:** R155 148 per annum (Level 03)

**Requirements:** **Grade 12 Certificate.** Be a South African Citizen. Registration with the Private Security Industry

Regulatory Authority (PSIRA). Be in possession of at least a Grade C security certificate or higher. Not declared unfit to possess a firearm. Be willing to undergo firearm competency training. Be willing to maintain firearm competency. Must have no criminal record or pending criminal/departmental cases.

**Advantageous:** Degree / Diploma in the field of the post will be an added advantage.  
Relevant courses in the field of the post will serve as an advantage

**Duties:** Execute Access Control in terms of the Control of Access to Public Premises and Vehicles Act (Act No. 53 of 1985); Positive identification of employees, visitors and contactors at the security access point; Registering of employees, visitors and contractors, electronic searching of employees, visitors and contractors; Authorize entry in to the premises to employees, visitors and contractors after complying with all the legislative requirements, confirm visits with the hosts and ensure escort in line with the prescripts; Issue admission control cards to visitors and receive them back; Keep the necessary visitor's register; Check suppliers, articles and objects, where necessary, before they are allowed to be brought into the premises to ensure that the safety of the premises will not be threatened;

**Send Applications to:** Applications may be hand-delivered, as follows: 421 Curator Building: Corner Pretorius Street and Nelson Mandela Drive, Arcadia, Pretoria. (Application must be deposited into the box available at the reception area). Or forwarded by post to be addressed as follows, for attention The Section Head: Corporate Support, (Attention:

Lt Col JL Shandu / Capt SJ Matlopela), Corporate Support, South African Police Service, Private Bag X 94, Pretoria, 0001. Or via Email addresses: Matlopela Selelo@saps.gov.za, Tshabalala Beauty@saps.gov.a,

Mashiloanek@saps.gov.za.