



February 2020

GUIDELINES TO APPLICANTS

1. If you meet the requirements, kindly forward a concise CV to The relevant Practitioner/Administrator (Human Resources) by email or logging on to the NHLS career page <http://careers.nhls.ac.za> (I-Recruitment), quoting the reference number and the job title.
2. Response Email addresses of the relevant HR representative and or Region is supplied at the end of each regional adverts. The onus is on the applicant to ensure that their application has been received. Incomplete applications and applications received after the closing date will not be considered.
3. Any credentials of the contract of employment will be subject to criminal record checks, citizen verification, financial record checks, qualification/Study verification, previous employment verification, social media accounts behavior/comments verifications, competency/psychometric assessments, signing of performance contract on appointment, signing of an employment contract on appointment, presentation etc.
4. All health professional roles may be subjected to further assessment in line with the applicable matrix to determine the correct level.
5. Proof of registration with a Professional body (e.g. HPCSA, SANC etc.) and other supporting documents should accompany all applications.
6. Correspondence will be limited to shortlisted candidates only.
7. The NHLS is an equal opportunity, affirmative action employer. The filing of posts will be guided by the NHLS employment Equity Targets.
8. Successful applicants will be remunerated on the published scale associated with the grade of the post. This means that the remuneration of an applicant who is successful for a position that is lower than his/her current job grade will be adjusted downward with effect from the date of appointment.
9. External applicants shall be responsible for all expenditure related to attendance of interviews.
10. *This is an internal bulletin. Only NHLS internal employees are invited to apply.
(No external applicant will be considered for this round of bulletin)*

CLOSING DATE FOR ALL POSITIONS: 14 FEBRUARY 2020



(AMENDMENT)

BUSINESS UNIT : NATIONAL INSTITUTE FOR OCCUPATIONAL HEALTH
DISCIPLINE : LABORATORY SUPPORT SERVICES
LOCATION : NIOH BRAAMFONTEIN
POSITION : OFFICER: SECURITY (Permanent Contract)
PAY GRADE : IS1
REFERENCE NUMBER : NIOH0220.001.01

Responsible for the provision of security services to NHLS. Responsible for crime prevention and investigation, physical security, intelligence gathering and assessment, access control at main entrance and around the campus.

Key Job Responsibility

- Ensures proper implementation of established security standards, policies, procedures and legal requirements. ■ Safeguard company assets, employees, guests, or others on company property security operations, inclusive of physical security assets to ensure the prevention of losses and damage. ■ Respond to security emergencies, bomb threats, fire alarms, or intrusion alarms, following emergency response procedures.
- Completes security-related documents, such as incident reports, recording observations, information, and occurrences.
- Interviewing witnesses and obtaining signatures ■ Conduct physical examinations of property, i.e. monitoring and surveillance of equipment, buildings, access points and permitting entry to ensure compliance with security policies and regulations ■ Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer instructions, troubleshooting malfunctions; calling for repairs.
- Communicate security status, updates, and actual or potential problems, using established protocols.

Minimum requirements & key competency

- Grade 12 or equivalent. ■ Grade D security certificate. ■ Valid Driver's licence (Desirable). ■ Minimum of 1-year experience as a security guard. ■ Thorough training and registered with PSIRA. ■ Working Knowledge of public safety and security procedures/ protocols. ■ Ability to operate detecting systems. ■ Surveillance skills and experience. ■ Knowledge of logistics of campus / hospital /laboratory departments. ■ Strong interpersonal skills. ■ Attention to detail. ■ Good communication skills. ■ Time Management ■ Good driving skills. ■ Assertiveness.

Enquiries may be directed to Ketsitseng Maseko @ 011 712 6528, email your application to Recruiter@nioh.ac.za

