

## Director: Security, Records Management and Auxiliary Services

### Directorate: Security, Records Management and Auxiliary Services

**Salary: R1 057 326 per annum, All-inclusive remuneration  
package (SL 13)**

**• Ref No: K33038 • Mmabatho**

**Requirements:** • An undergraduate qualification (NQF level 7) as recognised by SAQA in Information Security Management or equivalent • 5 years' experience at middle/senior managerial level in the following security management spheres:- Risk management • Physical security • IT security • Personnel security • Information and communication security • A valid "top secret" security clearance • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

**Expert knowledge of:** • Extensive knowledge and understanding of the Minimum Information Security Standards and other relevant governmental legislative prescripts (e.g. Criminal Procedures Act, Protection of Information Act, Promotion to Access to Information Act) • Ability to liaise effectively with private and state law enforcement agencies • Experience in identifying, developing and managing sources of information and evidence.

**Core management competencies:** • Proven management skills related to the preparation implementation and management of the strategic, operational and financial plans and projects • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Proven report-writing and presentation skills • Proven computer literacy, including MS Word, MS Excel and MS PowerPoint.

**Key performance areas include, inter alia:** • Manage the development and implementation of Security strategy • Manage the implementation of Security policy • Ensure Security management • Records management, archiving and Auxiliary services.

**Enquiries:** Ms PK Rasetshwane, tel. (018) 388-4115

**NB:** This position is being re-advertised and everybody that has applied previously need not to re-apply as their applications will still be considered.

**General Instructions:** In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of this post.

Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. A clear indication in this regard will facilitate the processing of applications. Correctly completed and signed applications must be submitted on the new Z83 Form, obtainable from any Public Service Department and be accompanied by certified copies of formal qualifications, ID and comprehensive Curriculum Vitae (which must include a minimum of 3 referees). Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiries person to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful.

The Department reserves the right not to make any appointments to the advertised post.

**Applications should be forwarded to: The Superintendent-General, Department of Education, Private Bag X2044, Mmabatho, 2735, for attention: Sub-Directorate: HRM – Recruitment Section, Auxiliary Services Building (Alternatively, Hand Deliver At The Main Gate - Old Mmabatho High Hostels), Chief Albert Luthuli Drive.**

**Contact Numbers for further assistance:**

Tel. (018) 388 4102/4016/2088/2165

**Closing date:** 02 July 2021

(Posted applications must reach the Department by 16:00 pm on the closing date, otherwise they will not be considered).



**education**

Lefapha la Thuto la Bokone Bophirima  
Noord-Wes Departement van Onderwys  
North West Department of Education  
**NORTH WEST PROVINCE**