



TSWELOPELE

LOCAL MUNICIPALITY

A MUNICIPALITY IN PROGRESS

Tswelopele Local Municipality is an equal opportunity and affirmative action employer and requires the services of a suitable qualified persons with relevant experience to fill the following vacancy. Persons designated in terms of applicable legislations as historically disadvantaged individual as well as people with disabilities are encouraged to apply.

INTERNAL & EXTERNAL ADVERTISEMENT

HEAD OF SECURITY [OFFICE OF THE MUNICIPAL MANAGER]

REQUIREMENTS ⇒ Grade 12 and Diploma in Policing or Safety & Security Management / Policing ♦ Firearm Competency ♦ Code 8 Driver's License ♦ PSIRA Grade A/B ♦ Fluent in at least two of the Free State's official languages ♦ 5 - 8 years relevant working experience in Security or/and Army environment and Computer Literacy – MS Office. ♦ Communication and management leadership skill ♦ Firearm competency and a police clearance is compulsory.

RESPONSIBILITY / DUTIES ⇒ Plans and coordinates the operational requirements and priorities of the Security Unit ♦ Developing and implementing security policies and procedures ♦ Controls the Key Performance Indicator's and outcomes of personnel based in the Security Unit ♦ Manages and controls the development and implementation of PSIRA requirements and applications associated with the provision of security ♦ Manages specific administrative and reporting requirements associated with the key performance and result indicators of the functionality ♦ Disseminates strategic, functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints ♦ Managing security personnel and budget ♦ Prepare ad-hoc reports. ♦ Conducting security assessments and risk analysis ♦ Investigating security incidents and breaches and promoting a security-conscious culture within the organization ♦ Co-ordinating with local law enforcement agencies and ensuring compliance with security regulations.

SALARY ⇒ R39 747.00 per month [T14/1]

BENEFITS ⇒ Normal benefits applicable to a Gr 2 Municipality.

CLOSING DATE ⇒ 25 April 2025 at 12:00

Further information please contact Manager Legal Services & Human Resource Management, Tel 051 853 1111.

Applications on the prescribed official form, with a comprehensive CV, should be forwarded to: The Municipal Manager, PO Box 3, Bultfontein 9670.

PLEASE NOTE: *Application forms are available from the official website [www.tswelopele.gov.za] and from the reception desks. No faxed or e-mailed applications will be accepted. Certified copies of academic qualifications and a copy of your curriculum vitae must accompany all application forms.*

If not contacted within 30 days after the closing date, applicants should regard their applications as having been unsuccessful. The municipality reserves the right not to make any appointments. Fraudulent qualifications / documentation / driver's licence, will immediately disqualify any applicant. A candidate who canvasses any councillor for preference will be disqualified from the selection process or from appointment.

MLE LESEANE
MUNICIPAL MANAGER
07 April 2025



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INTERNAL & EXTERNAL ADVERTISEMENT

1 x SECURITY SUPERVISOR [Bultfontein & Hoopstad] [OFFICE OF THE MUNICIPAL MANAGER]

REQUIREMENTS ⇒ Grade 12 and Diploma in Safety & Security Management / Certificate in Security Management ♦ PSIRA Grade A/B/C and Police clearance ♦ Code EB Driver's License ♦ Computer Literacy – Office Applications ♦ Firearm Competency ♦ Fluent in at least two of the Free State's official languages ♦ 3 - 5 years relevant working experience ♦ Firearm competency and a police clearance is compulsory.

RESPONSIBILITY / DUTIES ⇒ Performs specific supervisory activities associated with safeguarding Council's properties and assets and addressing crime prevention initiatives ♦ Performs specific supervisory activities for the main entrance to Council's premises/ property ♦ Controls tasks/ activities associated with controlling personnel performance, productivity and discipline within the functionality ♦ Supervise the development and implementation of procedural requirements and applications associated with the provision of all -encompassing security for Council ♦ Implements the functioning and processes associated with monitoring and providing a security management service ♦ Comply with all procedural administrative and reporting requirements/ deadlines associated with the functioning of the Section ♦ Assist with the strategic, functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints ♦ Prepare ad-hoc reports.

SALARY ⇒ R10 098.00 per month [T4/1]

BENEFITS ⇒ Normal benefits applicable to a Gr 2 Municipality.

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INTERNAL & EXTERNAL ADVERTISEMENT

1 x ADMINISTRATION CLERK [OFFICE OF THE MUNICIPAL MANAGER]

REQUIREMENTS ⇒ Grade 12 and Appropriate level of secondary qualification / Public Administration / Management Certificate - NQF Level 4 would be an added advantage ♦ Computer Literacy – Office Applications ♦ Fluent in at least two of the Free State’s official languages ♦ 3 – 5 years relevant working experience ♦ A valid driver’s licence

RESPONSIBILITY / DUTIES ⇒ Processes and updates information related to Security unit activities ♦ Ensure administrative requirements and procedures associated with the recording/ processing activities are complied with. ♦ Ensure reporting deadlines are adhered to and relevant and accurate information detailing the status of work orders is made available enabling related unit to plan and manage outcomes ♦ Ensure queries/ complaints are promptly attended to and relevant departments are informed accordingly of any urgent requirement ♦ Ensure adequate administrative support is made available to the department, queries promptly attended to and laid down instructions/ guidelines complied with ♦ Comply with all procedural administrative and reporting requirements/ deadlines associated with the functioning of the Section ♦ Ensure administrative assistance on the strategic, functional and operational information on the immediate, short and long term objectives and, current developments, problems and constraints ♦ Assist with preparation of ad-hoc reports.

SALARY ⇒ R9 960.00 per month [T2/1]

BENEFITS ⇒ Normal benefits applicable to a Gr 2 Municipality.

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12 x SECURITY GUARDS [Bultfontein] 12 x SECURITY GUARDS [Hoopstad] [OFFICE OF THE MUNICIPAL MANAGER]

REQUIREMENTS ⇒ Grade 12 and trained security with a Security Certificate Grade A/B/C ♦ Fluent in at least two of the Free State's official languages ♦ 3 – 5 years relevant working experience ♦ A valid Driver's licence ♦ Firearm competency and a police clearance is compulsory.

RESPONSIBILITY / DUTIES ⇒ To maintain a high visibility presence and prevent all illegal or inappropriate actions ♦ Conducting regular patrols of the premises to deter crime and spot any anomalies. ♦ Monitor security camera footage to detect and respond to suspicious activity promptly. ♦ control access to buildings and sensitive areas by verifying and allowing entry only to authorized personnel. ♦ checking identification and sometimes conducting searches to ensure compliance with security protocols. ♦ Vigilant for irregularities and report them to their superiors or take action based on established procedures. ♦ Preparing of a detailed and accurate incident reports for legal and operational purposes. ♦ Documenting routine observations for any irregularities, and responses.

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