



## EXTERNAL ADVERTISEMENTS

### PROVINCIAL ADMINISTRATION: NORTHERN CAPE

#### DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS.

##### APPLICATION

**PROVINCIAL OFFICE (KIMBERLEY):** The Head of Department, Department of Co-Operative Governance, Human Settlements and Traditional Affairs Private Bag X5005 Kimberley, 8300 OR hand deliver at 9 Cecil Sussman Road, Kimberley, 8301.

**ZF MGCAWU REGIONAL OFFICE (UPINGTON):** The Regional Head, Private Bag x6033, Upington, 8800 OR hand deliver at 66 Schoder Street, Upington, 8800.

**JOHN TAOLO GAETSEWE REGIONAL OFFICE (KURUMAN):** The Regional Head, P. O. Box 490 Kuruman, 8460 OR hand deliver at 403 Tsineng Road, Rottenburg, Kuruman 8460.

**NAMAKWA REGIONAL OFFICE (SPRINGBOK):** The Regional Head: Private Bag x15, Springbok, 8240 OR Hand Deliver at 18 Voortrekker Road, Springbok, 8240.

**PIXLEY KA SEME REGIONAL OFFICE (DE AAR):** The Regional Head: P.O. Box 774, De Aar, 7000 OR hand deliver at Alida Street, Prestige Building, De Aar, 7000.

**FRANCES BAARD REGIONAL OFFICE (KIMBERLEY):** The Regional Head: 15217 Chapel Street, Kimberley, 8301.

**HR REGISTRY & Email Applications to:** [applications@nccoghsta.gov.za](mailto:applications@nccoghsta.gov.za)

##### FOR ATTENTION:

##### 6 February 2026

##### NOTE:

The Department requests applicants to apply by submitting applications on the new Z83 form obtainable from any Public Service Department or from the DPSA web site link: <http://www.dpsa.gov.za/dpsa2g/vacancies.asp> that should be accompanied by comprehensive CVs (previous experience must be expansively detailed). Applicants are not required to submit copies of qualifications and other relevant documents on application. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of interview following communication from HR. As from 1 January 2021, applications received on the incorrect application form (Z83) will not be considered. **All required information on the Z83 application form must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant.** All shortlisted candidates including the SMS will be subjected to personnel suitability checks and shall undertake a practical exercise and an integrity (ethical conduct) assessment. The successful candidate will have to undergo full security vetting and will be appointed based on the positive outcome of the security clearance process, and the candidate will be required to enter into an employment contract, sign an annual performance agreement and annually disclose his or her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. It is applicant's responsibility to have foreign qualifications evaluated by South African Qualification Authority (SAQA). If you apply for more than one post, please submit separate applications for each post that you apply for. Correspondence will only be entered into with short-listed candidates within three (3) months after the closing date of the post. If by then you have not been contacted for an interview, you were not successful in your application. **IMPORTANT: THE DEPARTMENT** is an equal opportunity and affirmative action employer. **Women and persons with a disability are encouraged to apply.** It is the intention of the Department to promote representivity through the filling of posts. The Department reserves the right not to fill a position. Please note, that the personal information of each applicant will be solely used for recruiting purposes and will not be used by any other purposes as required by the Protection of Personal Information Act, No. 4 of 13 Act effected on 1 July 2021.



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| <b>POST:</b>         | <b>SECURITY OFFICERS REF NO: (X71 POSTS)</b>   |
| <b>DIRECTORATE:</b>  | <b>DIRECTORATE: CORPORATE MANAGEMENT</b>   |
| <b>REFERENCE:</b>    | <b>CM (SEC) 01/01/2026</b>   |
| <b>SALARY:</b>       | <b>R163 680 – R192 810 PER ANNUM (LEVEL 03)</b>  |
| <b>CENTRE:</b>       | <b>PROVINCIAL OFFICE (KIMBERLEY) X 27 POSTS</b><br><b>FRANCES BAARD REGIONAL OFFICE (KIMBERLEY) X 12 POSTS</b><br><b>JOHN TAOLO GAETSEWE REGIONAL OFFICE (KURUMAN) X 08 POSTS</b><br><b>PIXLEY KA SEME REGIONAL OFFICE (DE AAR) X 08 POSTS</b><br><b>ZF MGCAWU REGIONAL OFFICE (UPINGTON) X 08 POSTS</b><br><b>NAMAKWA REGIONAL OFFICE (SPRINGBOK) X 08 POSTS</b>  |
| <b>REQUIREMENTS:</b> | ABET / Grade 11 Certificate or equivalent. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) with a minimum of at least Grade C certificate. 0– 2 years' experience in security operation.  |
| <b>COMPETENCIES:</b> | Knowledge of Security legislation, Policies and Procedures, Public Service Regulations, Security Registers, Batho Pele Principles, MISS, Good customer management skills, good communication, interpersonal skills, and Problem-solving skills. Time management. Attributes: Discipline, Self-confidence, Meticulous, Flexible, Initiative, Ethical, Reliable, Independent. Be able to work independently and in a team. Willingness to work irregular hours and shifts (Day/Night including weekends and holidays) due to nature of the job.  |
| <b>DUTIES:</b>       | Perform access control functions. Determine whether visitors have appointments or the services that the visitors require. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is controlled and issue control documents / cards as required. Operate x-ray machines in the performance of access control to detect unauthorised and dangerous equipment (e.g. firearms, knives etc.) where required. Utilise walk-through metal detectors for the effectiveness of access control. Ensure that unauthorised persons and dangerous objects do not enter the building premises. Perform proper lock-up for all offices and access points. Identify suspicious conduct. Follow up on incidents. Report all identified security breaches and non-compliance to the supervisor. Ensure that all incidents are recorded in the occurrence book / register. Ensure safety in the building and on the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised. Operate control room security equipment. |
| <b>ENQUIRIES:</b>    | Mr. R.M. Jacobs <span style="float: right;">(053) 830 9782</span>  |
| <b>POST:</b>         | <b>SENIOR SECURITY OFFICER (X10 POSTS)</b>   |
| <b>REF NO:</b>       | <b>CM (SEC) 02/01/2026</b>   |
| <b>SALARY:</b>       | <b>R228 321 PER ANNUM (LEVEL 05)</b>   |
| <b>CENTRE:</b>       | <b>PROVINCIAL OFFICE (KIMBERLEY) X 5 POSTS</b><br><b>FRANCES BAARD REGIONAL OFFICE (KIMBERLEY) X 1 POST</b><br><b>JOHN TAOLO GAETSEWE REGIONAL OFFICE (KURUMAN) X 1 POST</b><br><b>PIXLEY KA SEME REGIONAL OFFICE (DE AAR) X 1 POST</b><br><b>ZF MGCAWU REGIONAL OFFICE (UPINGTON) X 1 POST</b><br><b>NAMAKWA REGIONAL OFFICE (SPRINGBOK) X 1 POST</b>   |
| <b>REQUIREMENTS:</b> | Applicants must be in possession of Grade 12 certificate or equivalent. Registered as Security Officer with Private Security Industry Regulatory Authority (PSIRA) with a minimum of at least Grade B certificate. 0 - 3 years security experience. Applicants with previous senior security experience will be an added advantage. A valid driver's licence will be a prerequisite.   |
| <b>COMPETENCIES:</b> | Knowledge of access control procedures. Knowledge of measures for the control and movement of equipment and stores. Knowledge of prescribed security procedures (e.g. Minimum Information Security Standard (MISS), Criminal Procedure Act, Minimum Physical Security Standard (MPSS), Protection of Information Act, etc) and the authority of security officers under these documents. Knowledge on the relevant emergency procedures. Willingness to work 12 hours shifts, travel and work irregular hours (afterhours, weekends and public holidays).  |
| <b>DUTIES:</b>       | Supervise and allocate security functions performed by the security officers/service providers, ensuring adherence to departmental security policies. Monitor access control to prevent unauthorised entry in building and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises. Check incidents / occurrence books / registers and perform administrative related functions. Administer key control systems, monitor and respond to alarm systems, identify risks and threats to the security of the department. Administer all control room operations to safeguard the department's assets and review of footage upon request through proper procedure.   |
|                      | Mr. R.M. Jacobs <span style="float: right;">(053) 830 9782</span>  |