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WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION **Assistant Director: Security Services**

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.



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ASSISTANT DIRECTOR: SECURITY SERVICES

Department: Public Safety
Branch: Security Services
Designation: Assistant Director: Security Services
Remuneration: R53 022.85 pm (basic salary, excluding benefits)
Location: Various Regions

Minimum Requirements:

- Matric / Grade 12 Certificate;
- BTech degree / Advanced diploma in Security Management, or any other security related qualifications at NQF level 7;
- Valid grade B PSIRA accredited certificate;
- (9) years relevant experience with four (4) years at middle management level within the Safety and Security Industry;
- Computer literate in Microsoft Office Suite;
- Ability to organize, priorities and where applicable delegate work activities to efficiently accomplish tasks and meet objectives;
- Valid code "B" driver's license.

Primary Function:

Plan, manage and control the provision of tactical and operational security services and be accountable for the provision of security codes practice aligned with the departmental strategic objectives.

Key Performance Areas:

- Manage the coordination of physical security within the city.
- Investigations of security breaches and related incidents.
- Conduct security risk assessments.
- Oversee the monitoring and evaluation of security contract and Service Level Agreements (SLAs).
- Manage risk assessment security operation systems.
- Evaluate and improve security operations measures and procedures.
- Manage human resources, finance and assets.
- Prepare for and reduce the impact of security risk and effectively manage consequences in the event of an incident

Leading Competencies:

- Computer literacy including MS Office;
- Good Interpersonal skills;
- Report writing;
- Strong managerial, negotiation and persuasion ability.



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Core Competencies:

- Knowledge of City policies and procedures and ensures that by laws regulations an security are enforced;
- Knowledge of all operational areas which includes security, contract and fleet management;
- Electronic Record Management systems;
- Knowledge of evidence and legal /court processes;
- Collaborative/Teamwork, Values and Integrity, Attention to detail, and quality-focused;
- Customer and Service Delivery Management (Batho Pele) Ethics, Professionalism;
- Impact and Influence according to City's protocols, legislation, and standards.

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender and disability."

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share-eu1.hsforms.com/14XYJcPh0RmSpmAA5jn-Rpgew554>

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Phumelelo Mashabela
Tel No: (011) 021 8936

CLOSING DATE: WEDNESDAY, 07 MAY 2025

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation,
- Employment record verification,
- Criminal check,
- Identity validation