

**POST 01/115** : **SECURITY OFFICER SUPERVISOR: SECURITY MANAGEMENT REF NO: 2026/12**

**SALARY** : R228 321 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : NQF level 4 (Grade 12 Senior Certificate or equivalent), Security certificate (a minimum of 1 year of study) Grade-B PSIRA certificate. No experience required. The following will be advantage: Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy and Occupational Health and Safety Act [OHS]. The applicant must be willing to undergo the process of security vetting.

**DUTIES** : Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Allocate duties to security officer/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of equipment, documents and stores into or out of the building or premises. Monitor and provide support in case of emergencies. Render administrative and related functions. Determining roster, shift schedules and overtime. Monitor performance of employees of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incident to investigating officers. Report faulty equipment/systems. Administer all control room operations to safe-guard the department's assets. Review of footages upon request through proper procedure. Update all register for the incidents observed.

**ENQUIRIES** : Ms. S Segale Tel No: (021) 402 2327  
**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: [RecruitCPT26-10@dpw.gov.za](mailto:RecruitCPT26-10@dpw.gov.za)

**FOR ATTENTION** : Ms. C Rossouw

**POST 01/116** : **ASSISTANT ADMINISTRATION OFFICER: HELDESK AND COMPLAINTS REF NO: 2026/13**

**SALARY** : R228 321 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A minimum of Senior certificate/Grade 12/Matric. A tertiary qualification will be an added advantage. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Ability to convert data into usable information (Statistics) be analytical. Be able to perform under pressure. A basic understanding of various facets of the built environment and project management skills. Typing will also be an advantage.

**DUTIES** : Liaise with internal clients and National client Departments in terms of follow up, queries and feedback. Assist with the consolidation of monthly/ quarterly reports. Be responsible for the normal office administration e.g. Filing, Memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415's for day-to-day maintenance services and service contracts. Updating and filing of record system for service contracts and day to day maintenance services. Follow up of outstanding cases and attend to queries in order to ensure enquiries are addressed and service delivery being maintained. Updating of information and administration of the day to day maintenance spreadsheet for distribution to internal and external clients. Provide National Call Centre with feedback in terms of status of the complaints. Attend and arrange meetings with internal and external clients including normal administrative responsibilities.

**ENQUIRIES** : Mr. R Majal Tel No: (021) 402 2300  
**APPLICATIONS** : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: [RecruitCPT26-11@dpw.gov.za](mailto:RecruitCPT26-11@dpw.gov.za)

**FOR ATTENTION** : Ms. C Rossouw