



# MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48  
Ermelo  
Mpumalanga Province  
South Africa  
2350



Civic Centre Building  
c/o Kerk & Taute Street  
Ermelo  
Mpumalanga Province  
South Africa  
2350

Customer Care Center: 08611 MSUKA [67852]  
Main Fax: +27 17 801-3851

Internet: [www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)  
E-Mail: [msuka@msukaligwa.gov.za](mailto:msuka@msukaligwa.gov.za)

## MSUKALIGWA LOCAL MUNICIPALITY "IS AN AFFIRMATIVE ACTION EMPLOYER"

Msukaligwa Local Municipality is Grade 4 Municipality comprising Ermelo, Breyten, Chrissiesmeer, Davel Lothair and Sheepmoor with its seat in Ermelo. Msukaligwa Local Municipality is an equal opportunity employer and subscribes to the principle of employment equity.

The Msukaligwa Municipality seeks to fill the following position and accordingly invite applications from persons who meet the requirement as indicated below.

### DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES

#### EXTERNAL ADVERTISEMENT

<b>POSITION</b>	:	<b>SENIOR SECURITY OFFICER X1</b>
<b>SECTION</b>	:	<b>SECURITY SECTION</b>
<b>POST LEVEL</b>	:	<b>4</b>
<b>REF NO</b>	:	<b>16/22</b>
<b>SALARY SCALE</b>	:	<b>R407 254,68 - R438 689,76pa</b>
<b>MINIMUM REQUIREMENTS</b>	:	<b>Grade 12 and National Diploma Security Management or any relevant qualification Security Officers qualification/certification (Grade B-C) recognized by the Security Industry Regulatory Authority Peace Officer Certificate Firearm competency Licence</b>
<b>DRIVERS LICENCE</b>	:	<b>Code EB drivers licence</b>
<b>EXPERIENCE</b>	:	<b>Three years relevant experience</b>

#### DUTIES:

- 1 Monitoring the attendance of staff and recommends leave requests received from subordinates including motivating for extra staff when the need arises
- 2 Completing/inserting the relevant details to log and confirm usage/return of official vehicles, firearm and ammunition, etc.
- 3 Updating occurrence registers inserting details of incidents and activities attended to
- 4 Monitoring and verifying that subordinates are performing random patrols, transporting staff to allocated posts and/or executing any other instructions effectively. Protecting Municipal assets by monitoring or searching suspicious persons suspected or unauthorised removal of Municipal Assets
- 5 Completing procedural documentation by inserting the relevant details to log and confirming usage for outgoing/return of official vehicles and other Council properties
- 6 Providing protection during specific events or activities, patrolling designated areas and communicating with the immediate superior on the status and/or any observations requiring further investigation
- 7 Investigating alarm activations, communicating with the immediate superior with respect to affected areas, checking and reporting status and seeking approval on cancelling and resetting security monitoring systems.
- 8 Patrolling and monitoring municipal premises and identifying with non-conforming acts/behaviour.



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**NOTE: VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE THE SUCCESSFUL APPLICANT SHALL BE SUBJECTED TO VETTING**  
**CLOSING DATE 24 JUNE 2022 - @ 12:00**

Applications forms and full detailed information about the advertised position are available on the MSUKALIGWA LOCAL MUNICIPALITY WEBSITE ([www.msukaligwa.gov.za](http://www.msukaligwa.gov.za)), Facebook page and HR Office. Applications forms must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications, ID document, driver's license and the names of three contactable references from current or previous employer must be provided. Applications must be posted / Couriered to Msukaligwa Local Municipality P.O. Box 48, Ermelo, 2350 or hand delivered to the Corporate Services (Records Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director - Corporate Services

**FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS L.P. MNISI ON 017 801 3584 DURING OFFICE HOURS.**  
**“IF YOU DON’T HEAR FROM THE MUNICIPALITY AFTER THREE MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL”**

**(ALL APPLICANTS ARE URGE TO STATE THEIR EMPLOYEE NUMBER ON THEIR CV)**

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**MR C. LISA**  
**ACTING MUNICIPAL MANAGER**

.....  
**DATE**