



**City of Johannesburg**  
Pikitup

Pikitup Head Office  
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www.pikitup.co.za  
www.joburg.org.za

## EXTERNAL VACANCY CIRCULAR: 04/2019

- All qualified persons are invited to apply for the positions listed in this circular
- Only applications from employees of Pikitup will be considered for “Internal Vacancies”
- An application form and comprehensive CV(if requested) must be forwarded to the contact details mentioned in the advert
- Late applications will not be considered.
- Pikitup reserves the right not to fill any advertised vacancy.
- Only candidates who meet all the minimum requirements stipulated in the advert, will be considered.
- Only short listed candidates will be contacted. If you do not hear from us within six weeks from the closing date, please consider your application as unsuccessful.
- Pikitup is an equal opportunity employer
- Appointments will be finalised within four months from closing date on the advert.
- By completing and submitting an application for employment, you authorize Pikitup to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to inherent requirements of the post.
- Candidates who submit false or misleading information shall be automatically disqualified.

To apply, please download and complete the application form available on the vacancies page on the Pikitup website and submit your application as per the requirements on the advertisement. Please attach certified copies of your identity and qualifications. Shortlisting will be based on completed application forms so please complete all sections.

POST TITLE	DEPARTMENT	LEVEL
Senior Manager: Security	Operations	D

**PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019**

**CLOSING DATE: MONDAY, 02 DECEMBER 2019**

**REENA BUDREE**  
**EXECUTIVE MANAGER: HUMAN RESOURCES**



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## VACANCY: SENIOR MANAGER: SECURITY

**Date of the advert: 17 November 2019**

**Closing Date for application: Monday 02 December 2019  
(16h30)**

Department : Operations  
Post Title : Senior Manager: Security  
Location : Head Office  
Level : D

**Reference No: HR16/SMS/2019**

### **Post Description**

To formulate and lead the implementation of Security strategies and policies so as to eliminate/minimise adverse effects on people, company assets and interest whilst ensuring compliance with legal and business requirements. It will also be expected of this role to expose the organisation to leading edge security Technology. The incumbent will be expected to align themselves and network with relevant statutory institution It will be expected of this role to lead forensic investigations and thereafter generate cogent and coherent reports for EXCO attention.

### **Key Responsibilities**

- ✓ Manage the implementation of the Pikitup Security Strategies and Policies.
- ✓ Manage internal and external stakeholder relations by developing and maintaining strategic relationships and effective communication.
- ✓ Lead the Security Team by focusing on key performance areas development, harmonisation and change management.
- ✓ Strategically managing overall security business and financial plans.
- ✓ Lead Forensic investigations.

### **Minimum Requirements**

#### **Minimum Qualifications**

- ✓ Bachelor's Degree in Security/Police studies.

#### **Minimum Experience**

- ✓ A minimum of 6 years' relevant experience in a policing, security, forensic or security environment.
- ✓ A minimum of 5 years in the management of security division

### **Required Competencies**

#### **Knowledge**

- ✓ Strong commercial understanding;
- ✓ Understanding of Municipal Finance Management Act (MFMA) and related regulations.
- ✓ Knowledge of Treasury Regulations and Public Service Regulations.

- ✓ Knowledge of the South African Auditing Standards.
- ✓ Knowledge of South African labour legislation.
- ✓ Knowledge of industry standards, best practices and trends in the discipline.

#### **Skills**

- ✓ Strong communication and diplomacy skills.
- ✓ Analysis and problem solving.
- ✓ Strategic formulation and implementation.
- ✓ Report writing skills.
- ✓ Human Resources Management skills including performance management.
- ✓ Conflict Management including negotiation and mediation.
- ✓ Influencing and collaboration skills.
- ✓ Effective verbal and written presentation at all levels.
- ✓ Report Writing.
- ✓ Computer skills including Ms Word and Excel.
- ✓ Change Management.
- ✓ Project Management.
- ✓ Basic Finance and Budgeting.

#### **Behaviours**

- ✓ Integrity and Honesty.
- ✓ Strategic thinking
- ✓ Organising and prioritising;
- ✓ Judgement and decision making.
- ✓ Adapting and responding to change.
- ✓ Developing relationships.
- ✓ Dynamic and influential.
- ✓ Networking and collaboration.

#### **Preferences/Advantages**

- ✓ A Postgraduate degree in a relevant field.
- ✓ 8 years' experience in security field.
- ✓ Experience working in the Local Government environment.

Interested **applicants** must please complete the application form available on the vacancies page at [pikitup.co.za](http://pikitup.co.za). For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**. Completed application forms, CV and supporting documents should be submitted to [recruit192019@pikitup.co.za](mailto:recruit192019@pikitup.co.za) by **16h30** on **02 December 2019**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

**PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST.**