RE: ADVERTISEMENT OF A VACANT POST INTERNAL–EXTERNAL

The Sedibeng District Municipality with its seat in Vereeniging invites candidates to apply for the following performance-based.

OFFICE OF THE EXECUTIVE MAYOR

CLUSTER	**CORPORATE SERVICES**
DEPARTMENT	**PROTECTION SERVICES**
POSITION	**VIP PROTECTOR OFFICER FOR THE EXECUTIVE MAYOR (THIS POSITION IS A FIXED TERM POSITION LINKED TO THE POLITICAL HEAD; CONTRACT WILL TERMINATE 30 DAYS AFTER THE POLITICAL HEAD LEAVES OFFICE)**
SALARY	**JOB LEVEL 07 (R971, 044.24 P.A)** TOTAL SALARY PACKAGE
REQUIREMENT	Grade 12 Police Clearance not older than three (3) Months PSIRA certificate Grade C/B Code EB driver's license Advanced Driving Course Certificate Valid Firearm Competence Certificate Basic VIP protection Course or Equivalent Peace Officers Course
EXPERIENCE	1- 2 Years relevant experience in the VIP Protection field
COMPETENCIES	**Enforcement and Emergency Response:** Ability to pre-empt and respond to safety and security problems. ➢ On training to acquire the below mentioned competencies; ➢ Establishes effective patrols to prevent crimes; ➢ Attends to problems areas as required; ➢ Responds to calls promptly and effectively; ➢ Recognizes unusual activity and intervenes appropriately; ➢ Assesses emergency situations and calls for support if necessary; ➢ Maintains physical control over individuals as necessary; ➢ Complies with use of force policies and legislation; **Problem Solving:** Gathers information from a range of sources and analyses data to identify problems and issues in order to make effective decisions. ➢ Identifies sources of information and uses them; ➢ Obtains as much information as is appropriate on all aspects of a problem;

	➢ Able to distinguish and separate relevant and important information; ➢ Takes in information quickly and accurately; ➢ Reviews all the information gathered to understand the situation and draw logical conclusions; ➢ Identifies and links causes and effects; ➢ Identifies what can and cannot be changed; ➢ Takes a systematic approach to solving problems; ➢ Remains impartial and avoids jumping to conclusions; ➢ Refers to statutes, procedures and precedents, as necessary, before making decisions; ➢ Makes good decisions that take account of all relevant factors; **Discipline** Prepared to make difficult decisions and has the confidence to see them through. ➢ Deals confidently with members of the public, drawing on own skills and experience; ➢ Is comfortable working alone with an appropriate level of supervision and guidance; ➢ Puts a positive view on situation and concentrates on what can be achieved; ➢ Is aware of personal stress and takes steps to manage it; ➢ Accepts positive and negative criticism alike; ➢ Controls emotions and does not get emotionally involved in disputes; ➢ Displays patience when dealing with complainants; **Communication** ➢ Communicates ideas and information effectively, both verbally and in writing; ➢ Uses language and a style of communication that is appropriate to the situation and people being addressed, ensuring a common understanding; ➢ Ensures that all written and spoken communication is concise and well structured; ➢ Communicates information related to the situation ➢ Ensures that communication has clear purpose; ➢ Ensures that communication is factual, accurate and provided on time; ➢ Communicates information in an interesting way; **Ethics and Professionalism** The ability to identify and deal with ethical issues and conflicts of interest. ➢ Alert to potential conflicts of interest and follows procedures to deal with conflicts; ➢ Understands and follows municipal policies and legislation; ➢ Understands resources available in municipality to resolve ethical issues; ➢ Able to identify risks involved in alternative courses of action;
JOB PURPOSE **DUTIES**	**Provides in-transit Protection service to the principals through the application of laid down safety guidelines and procedures with respect to new / designated traveling routes and actions to be taken during emergencies and life-threatening situations by:** 1. Demonstrating the ability to perform activities/ tasks associated with specific travel requirements for the principal. 2. Transporting the principal to and from the office and other scheduled public events and

	functions. 3. Responding to crisis situations and work toward resolving any related problems. 4. Showing respect and discipline to the principals and your immediate Supervisor at all times 5. Ensuring that time schedules are adhered to at all times 6. Communicating orally and in writing on issues related to the execution of duties

Sedibeng District Municipality is committed to the achievement and maintenance of diversity and employment equity, especially in terms of race, gender and disability. Applicants from designated groups are encouraged to apply. Sedibeng DM reserves the right not to make an appointment in the above-mentioned position, although advertised, it can be filled by way of transfer or deployment, should it be considered to be in the interest of service delivery. If you do not hear from us within 60 days after the closing date, kindly accept that your application was unsuccessful and communication will be limited to shortlisted candidates. Canvassing of councillors or employees, in respect of the position, will lead to immediate disqualification of the application. •Please note that recommended candidates will undergo security vetting, including inter alia competency assessments, the verification of Curriculum Vitae, all qualifications and criminal records. The successful candidate will be required to sign an employment contract, a performance agreement as well as to disclose their financial interests.

The application form can be downloaded from our website: **www.sedibeng.gov.za** and attach a comprehensive Curriculum Vitae (CV), certified copies of qualifications, driver's license and Identity Document and Registration with the Health Professions Council of SA.

1. Applications must be hand-delivered to the Human Resources Department during office hours, First Floor (Room 106), Corner Leslie Avenue and Beaconsfield Street, Vereeniging during office hours only.
2. Or be posted to Human Resources Department, P.O. Box 471, Vereeniging, 1930

All enquiries relating to job content can be directed to our Human Resources Department, on the following contact numbers tel. (016) 450-3168 or during office hours.

CLOSING DATE FOR ALL APPLICATIONS IS 26 SEPTEMBER 2025

Sedibeng District Municipality is an equal opportunity and affirmative action employer. It is our intention to promoteequitable representivity through the filling of these positions.

Mr. F.M Mathe
Municipal Manager
Sedibeng District Municipality