



The Joburg City Theatres (JCT) is an entity of the City of Johannesburg that stimulates and operates Joburg Theatre, Roodepoort Theatre and Soweto Theatre in order provide the integrated management of theatre.

**VACANCY REFERENCE:** REF NO: SO02/2024  
**DESIGNATION:** SECURITY OFFICER X3  
**DEPARTMENT:** JOBURG CITY THEATRES  
**REPORTING:** GM BUILDING AND SECURITY  
**SALARY RANGE:** R9 531.54 (basic salary excluding benefits)

### Qualification and Skills Requirements

- Grade 9
- Grade C Security Certificate
- Compliance with the PSIRA registration
- Must be able to stand for up to 4 hours.
- Basic computer skills
- Strong interpersonal, verbal, and written communication skills
- Excellent sense of judgment
- Can always stay alert.

### Work Experience

- Minimum of 1 year of security experience

### Primary Function

- The purpose of the job is to provide access control, parameter patrolling, guarding, security systems operations and general security services to ensure the safety and security of employees, stakeholders/ clients, assets, information, and building/ facilities.

### Key responsibilities:

- Ensuring that all aspects of an access control are complied with.
- Issue access control permits and receive same on departure
- Ensure that all visitors are fetched from reception/access control point and escorted throughout building by host.
- Subject employees and visitors to walkthrough detection systems and ensure that weapons and unauthorized articles are not taken into the buildings
- Ensure that private firearms are registered and locked in appropriate firearm safe facility.
- Baggage to X-ray examination and ensure that all unauthorized item/articles detected are prevented from entering the premises
- Ensure that all private property brought into the building are declared in the appropriate registers
- Ensure that all assets removed from the premises are accompanied by appropriate asset removal permits
- Respond to all electronic security system at the facility
- Check for the operation of all electronic systems during one's shifts.
- Record all security breaches detected and action initiated to contain same
- Conduct office inspections to check compliance with office security.



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JOBURG · SOWETO · ROODEPOORT

- Remove all vulnerable assets abandoned in risk area and keep them in safe custody.
- Check building perimeter and electronic security systems deployed around the building on commencement and termination of one's shift.
- Conduct vehicle searches where appropriate and necessary.
- Provide any other security duties as may reasonably be required from time to time.

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**Interested persons are requested to send their cover letter, detailed CV, recently certified copies of their qualifications and the Identity documents not longer than three months, quoting the relevant reference number to Mr. Thomas Sadiki General Manager Human Resources, Joburg City Theatres via email to: [jobapplications5@joburgtheatre.com](mailto:jobapplications5@joburgtheatre.com)**

**Enquiries: (011) 877 6859 /6931**

**PUBLICATION DATE: 19 FEBRUARY 2024**

**CLOSING DATE: 07 MARCH 2024**

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**NOTE:**

- JCT offers a market-related salary commensurate with qualifications and experience.
- JCT is an equal opportunity employer, therefore preference for this position will be given to candidates whose appointments will enhance representation in line with its EE targets.
- Applicants must note that further checks will be conducted once they have been shortlisted and that their appointment will be subject to positive outcomes on these checks, which include qualification authentication, criminal records, and previous employment.
- JCT reserves the right not to fill the position or to re-advertise it. Where applicable, candidates may be expected to undergo psychometric assessments.
- It is the applicant's responsibility to have their foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to provide the evaluation results.
- Please include copies of your qualifications with your application.
- Correspondence will be with short-listed candidates only. Should you not hear from us within 30 days of the closing date, please consider your application unsuccessful.