

UNIVERSITY OF SOUTH AFRICA

PORTFOLIO: OPERATIONS AND FACILITIES

**POSITION: HEAD: PROTECTION AND SECURITY SERVICES
(CHIEF SECURITY OFFICER (CSO))**

(The University is in the process of grading the position)

(5-YEAR FIXED-TERM CONTRACT)

(Ref: HEAD/PSS/VP:OF/GRM/2019)

Unisa is the only publicly funded Higher Education Institution in South Africa dedicated to distance education. In keeping with its mandate as a comprehensive, Open and Distance Learning (ODL) Institution offering a variety of academic and career-focused programmes, Unisa is inviting applications for the position of Head: Protection and Security Services (Chief Security Officer (CSO))

The purpose of the position is to conceptualise, develop and execute a comprehensive security and protection services strategy in line with the Unisa 2016-2030 Strategy and ODeL Business Model.

Key duties/responsibilities

Strategic Direction and Alignment

- Conceptualising and designing the departmental strategy taking cognisance of the Institutional strategy and ODeL Business Model
- Leading the implementation of the departmental strategy, plans and procedures to support the ODeL 2016-2030 Strategy
- Leading Protection Services in line with legislation including the Occupational and Health and Safety Act, Environmental Management Act, Municipal by-laws dealing with Fire prevention, Disaster Management Act and the Criminal Procedure Act

Conceptualisation, Leadership and Execution

- Providing tactical and operational leadership regarding all operations of the directorate from an overall perspective, which include:
 - Physical security
 - Safety and emergency
 - Security investigations
 - Security infrastructure
- Managing the security risk analysis processes, the design of security risk management programmes and mitigation strategies;
- Providing strategic and thought leadership regarding the conceptualisation, development and execution of a comprehensive security and protection services function;
- Develop and implement a Security Services professionalization programme
- In cooperation with the Management Committee, lead the development of an effective strategy to mitigate risk, maintain continuity of operations, and safeguard the organization;
- Researching and deploying state-of-the-art technology solutions and innovative security management techniques to safeguard the organization's assets, including intellectual property;

- Establishing appropriate standards and associated risk controls;
- Developing relationships with high-level law enforcement and international counterparts to include in-country security and international security agencies, intelligence, and private sector counterparts;
- Ensuring that crime reduction strategies are in place in new builds and renovation projects. ;
- Advising Senior Management on confidential or sensitive matters and act as a conduit between the University and the security services;
- Driving the implementation of plans, policies, processes, practices, procedures and systems and ensuring sustainability of business;
- Protecting Unisa's integrity, people, processes, and assets from harm and loss;
- Conducting Purer Risk Management Assessment; Emergency Preparedness Assessments; Crime Risk Assessments; Security Threat Assessments; Fire Risk Assessments and OHS Assessments;
- Creating a culture of cyber security both with the IT organization and driving behavioural changes for the business; and
- Developing and implementing a security risk management plan.

Forecasting, Budgeting and Financial Management

- Managing the department's resources efficiently, effectively, economically and in accordance with the relevant principles and policies of Unisa;
- Compiling and managing the departmental budget in line with the portfolio and Institutional budget;
- Directing and overseeing the funding of departmental operations and budgeted activities; and
- Managing the function's resources sustainably in accordance with financial principles.

People Management

- Ensuring that all staff in the department are professionally aligned to the organisation;
- Managing overall performance which includes conducting annual performance reviews of staff in accordance with the performance management process;
- Establishing a positive, healthy and safe work environment and culture in accordance with the Transformation Charter; and
- Directing the implementation of the human resources policies, procedures and practices.

Governance and Reporting

- Monitoring and reporting on progress against departmental strategic initiatives;
- Promoting sound institutional governance and participating in Institutional governance structures (Professional Citizenship);
- Compiling regular reports to Council, its committees and other relevant structures; and
- Ensuring compliance with the relevant PSIRA legislative framework.

Requirements and Experience

- Minimum Masters degree in Security/Protection Services
- Relevant industry certification in security and protection services
- The candidate/s will be required undergo security vetting
- Registration with relevant Professional Body
- Minimum of 10 to 15 years' experience in transformation, with at least 5 years in a management role

Assumption of duties: As soon as possible
Salary : Remuneration is commensurate with the seniority of the position
Closing date : **23 August 2019**
Enquiries : **Warrior Talent (Fungai Mutize, 011 058 0030 / 011 075 2744 |Mobile:082 960 5235)**

Interested candidates should send a detailed covering letter indicating their suitability for the position, a detailed comprehensive Curriculum Vitae, and copies of:

- All educational qualifications;
- Identity document; and
- Proof of SAQA verification of foreign qualifications, where relevant.

The contact details of three contactable references must be provided, one which must be from your present employer. Should you not be currently employed a contactable reference from your previous employer must be provided.

The detailed advertisement together with the prescribed application form can be found on the Unisa website <https://www.unisa.ac.za/vacancies>

Application can be forwarded by email to: [Fungai@warriortalent.co.za/](mailto:Fungai@warriortalent.co.za)
courtney@warriortalent.co.za

Unisa is not obliged to fill an advertised position.

Late, incomplete and incorrect applications will not be considered.

We welcome applications from persons with disabilities.

Appointments will be made in accordance with Unisa's Employment Equity Plan and other applicable legislation.