



**Tshwane University
of Technology**

We empower people

VACANCY BULLETIN

EXTERNAL POSITIONS

SHIFT LEADERS X 2

DEPARTMENT: CAMPUS PROTECTION SERVICES

CAMPUS: SOSHANGUVE

POST LEVEL 11

Ref: 25/401

The Department of Campus Protection Services has two (2) external positions of Shift Leaders available at the Soshanguve campus

Key performance areas/Core functions:

- Ensure the safety of students, employees, buildings, and vehicles.
- Exercise control over and monitor standards of all daily shift activities.
- Ensure that all subordinates comply with the disciplinary code of conduct and take disciplinary steps in case of misconduct or misdemeanor.
- Schedule shift functions to ensure maximum effectiveness and productivity in terms of available human resources.
- Plan, prioritize, assign, supervise and review the work of all subordinates.
- Ensure that tasks with target dates are performed in time without losing any quality.
- Report all incidents as soon as possible to the Security officer or Deputy Director of Security Services for attention or advice.
- Act and supervise activities during an emergency until responsibility is handed over to a senior officer.
- Visit all posts for which subordinates are responsible in the shift.
- Is responsible for all traffic control after hours.
- Receive, check, and inspect shift vehicles and record discrepancies or damages.
- Take full responsibility for the vehicle, including the logging of trips and kilometres travelled during shifts,
- Check and report lighting deficiencies during patrols.

Women and people with disabilities are encouraged to apply.





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Minimum requirements:

1. Academic qualifications:

- NQF level 4
- (NSC) National Senior Certificate or equivalent
- Grade B PSIRA-accredited security training certification

2. Experience:

3 years' relevant experience

Registration with a professional body (If applicable)

- PSIRA

Please send CV, TUT application form, Matric and Psira certificates to:
RecruitmentSoshCV@tut.ac.za

Enquiries : Mr SN Mphai

Closing date : 22 August 2025

If we have not responded within a month of the closing date, you should regard your application as unsuccessful. Correspondences will be entered into only with short-listed candidates. The University reserves the right not to make an appointment. It is the intention of the university to promote representatively in respect of race, gender and disability through the filling of these posts. Preferences will be given to candidates from the designated groups.

Candidates are also required to complete the application form for employment. The application form is available on the University's website, share point and the University's intranet.

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