

ADVERTISEMENT FOR EMPLOYMENT EMBASSY OF SOUTH AFRICAN IN TUNISIA

The Embassy of the Republic of South African to the Republic of Tunisia invites applications from suitable qualified candidates for positions of **Watchmen/ Security Guards (x7)** at the Chancery and Ambassador's Official Residence. The Embassy seeks to promote representation in terms of **race, gender and disability** through the filling of this vacant post. The successful candidates will be employed directly by the Embassy and will sign an employment contract.

Requirements

- Minimum of **6 years of schooling**
- Minimum of 2 years of experience in professional uniformed security.
- Ability to stand or walk for long periods, and work in varied weather conditions.
- Must provide **references and contact details of former employer(s)**
- Proof of qualifications
- Good communication skills in Arabic, including basic English proficiency will be an added advantage
- Must be able to obtain and maintain a formal government security clearance
- Trustworthy, reliable, and professional
- Ability to work independently and maintain confidentiality
- High personal integrity, strong situational awareness, and customer-service orientation

Key Responsibilities

- Carries out watchkeeping patrols of State-owned or lease properties
- **Access Control:** Check visitor credentials, issue passes, and manage visitors at entry points of the Embassy and Official residence.
- **Screening:** Inspect incoming mail, packages, and vehicles using X-ray scanners and security checkpoints.
- **Surveillance:** Monitor CCTV feeds, alarm panels, and perimeter security barriers around the clock.
- **Patrols:** Conduct regular security rounds of the embassy compound and official residence.
- **Emergency Response:** React immediately to fire alarms, security breaches, or medical incidents, and coordinate with local emergency services.
- **Visitor Management:** Guide the public safely through designated areas and manage difficult interactions using professional conflict resolution
- By watching, during the foot patrols of the area, for any evidence of fire or a potential fire hazard
- Reporting of unusual occurrences to the Security Officer or, in quiet hours, to the occupant of the residence and the Head of Administration
- Permitting authorised persons to enter the premises
- Stopping visitors at the gate and requesting identification and purpose of the visit
- Contacting the official with whom a visitor may have an interview or intends to visit
- Hoisting the flag at the gate every morning and taking it down in the evening (Official Residence and Chancery)

- Reporting all problems to the occupant of the residence and in his/ her absence to the Head of Administration
- Assisting with the maintenance of the garden, cleaning of the driveway and window-panes
- Any other duties which may be assigned by the Security/ Receptionist, Admin Officer/ accountant or Head of Administration

Applications: Interested applicants should submit their applications in a sealed envelope which includes:

- Curriculum Vitae (CV)
- Copies of school leaving certificate
- Copy of identity card or passport data page

Applications must be submitted or hand-delivered at Reception Desk at the South African Embassy, 7 Rue Achart, Nord Hilton.

For Attention: Mr VL Ncongwane (ncongwanev@dirco.gov.za) / Ms EC Eckard (eckarde@dirco.gov.za) or (216) 71 800 311

Closing Date: 12 October 2026, 16:00

Job Title: Watchman/ Guard

Salary Scale: TND 9,215.000 – 16,693.000 Per Annum (Basic Salary excluding fringe benefits)