

SECURITY MANAGER

Position Title	Security Manager		
Annual Salary Range	TBC	Location/Country	Johannesburg
OFO Code		Division/Business Unit	Admin
Standard Hours & Work Pattern (indicate hours & days per week, shift/weekend work)	44 hours per week		
Other Benefits (list benefits medical aid, provident fund etc. that are applicable to the role)	OCSA, Provident fund		
Contract Type (specify if contract is full time/part time/ permanent/temporary/fixed term)	Permanent		

Primary Purpose of the Role Why does this Role exist?, what is the overall aim of the Role?

The Security Manager will be responsible for ensuring that the Company's security procedures are properly followed, implemented and maintained.

Key Accountabilities What are the main responsibilities/ job description of the role against which performance is measured?

Monitoring of, and compliance with, and the adequacy of, the procedures established to ensure the security of the Company's premises.

The identification of threats to security of the building, notification to Directors and or/Securexcel of such threats.

Liaising with ADT, Securexcel and other law enforcement authorities with respect to security matters.

Confident, and able to deal with difficult situations calmly; Report all suspicious people and activities/all incidents

Assist with the removal of all unwanted guests as instructed by the client.

Attend to incidents as they arise via camera Surveillance.

Ensure system check on all camera views and all faults are reported to surveillance.

Ensure all required footage regarding incidents and accidents are saved accordingly and that the footage is reserved on a weekly basis with Surveillance.

Open and close the building daily. Ensure that ALL gates and emergency doors are closed and alarmed in conjunction with surveillance.

Compile weekly reports regarding all activities and serious incidents.

Report all suspicious people and activities/all incidents

Ensure all calls are attended to in a timely manner

Management of Security guards

Supervising physical search of staff.

Attendance to any burglar alarm activations occurring at night or during the weekends.

Resources (What resources will the role holder have at their disposal, e.g. size of budget, number of staff reporting, include the geographical spread of these resources)

N/A

Key Relationships

List the categories of External and Internal Contacts

Indicate the focus/nature of interaction

Management

Performance Indicators (What criteria will be used to assess the performance of the role holder)

Capability Profile (What skills, competencies and experience are required to perform the role satisfactorily)

Qualifications	Essential (x)	Desirable (x)
Matric	X	
Security Course/Diploma	X	
Skills/Competencies/Experiences	Essential (x)	Desirable (x)
5 Years' experience in the field of security	X	
Manufacturing company experience will be advantageous	X	
Computer literate - MS office	X	
The ability to communicate and present at all levels	X	
Clean disciplinary, criminal and credit record	X	
Ability to work under pressure	X	
Driver's Licence and own reliable transport	X	
Police Clearance Certificate.	X	

contact details for all Applications

Recruiting Admin. Name	Ntsiki Tyolo	Today's Date	19/02/13
Recruiting Email	recruitment@gina.co.za	Vacancy Closing Date	19/02/19
Vacancy Reference		Role Commence Date	ASAP

All queries in relation to this role should be directed to the HR Manager via Email in the first instance.