

Job Specification

Job Title	Security Manager (3 Year Contract)
Category	3 Year Contract Position
Division	Property Operations
Reporting To	Senior Manager: Property Operations
Job Level	Paterson Grade D1
Job Purpose Statement	To plan, develop and implement security policies, procedures, processes, systems, security plans and manage DTPC 24 hour security operations for all Dube TradePort properties.
Key Performance Areas	<p>Security Strategy, policy and systems</p> <ul style="list-style-type: none"> ● Planning, developing and implementing security policies, procedures, processes, systems and plans for the Dube Trade port precinct. ● Advice business on installations of electronic security systems such as CCTV surveillance, access and egress controls, burglar alarms, smoke detectors and outdoor perimeter alarms. ● Effectively manage effective operations and control the CCTV monitoring equipment, to prevent security breaches and react promptly to any detected security breach or emergencies. ● Develop and implement controls to manage permit office operations and monitor the access control system including issuing, control of permits, access reports in accordance with the applicable policies and procedures. ● Ensure operators of security systems are well trained and competent. ● Implement appropriate administration procedures in connection with any relevant incidents monitored through CCTV system. ● Compile an emergency response plan in conjunction with Safety Department.

Relationship/Stakeholder Management

- Attend and contribute to meetings to share intelligence with other security managers, King Shaka International Airport (KSIA) security cluster and other stakeholders.
- Develop and implement regular security briefing sessions to DTPC employees and tenants to educate and increase awareness of everyday personal and commercial security issues.
- Establish /maintain robust tenant relationships to ensure complete understanding of tenant processes to enable the delivery of viable security responses.
- Coordinate security operations with public law enforcement agencies, fire, wild life and other agencies to ward off intruders.
- Analyse and evaluate security operations to identify risks or opportunities for improvements.
- Conduct security planning for escorts, VIP protection during events, Tours for International visitors in support of marketing department.
- Conduct pre-employment criminal background checks on candidates in support of HR recruitment process.
- Conduct security awareness through inductions for new employees and tenants in DTPC premises.
- Receive and resolve all tenant security queries effectively to ensure that DTPC interest are protected, tenants' rights are respected and relationships are maintained.

Security Operations

- Plan, control, and coordinate security activities to safeguard company assets, employees, guests or others on company property.
- Ensure security personnel conduct regular patrols on DTPC owned land including the SEZ / CCA areas to prevent security breaches, illegal dumping, illegal land occupation, illegal sand mining.
- Create fit for purpose and necessary standard operating procedures (SOPs), checklists and forms for security activities.
- Develop and maintain record keeping

practice of patrol/inspection reports, etc. highlighting of all findings, and maintain system for information and back-ups of incident information in line with DTPC filing plan policy

- Compile Authorization to procure, RPF'S, RFP'S with budget computation for security department and ensure correct specification is delivered.
- Conduct physical examinations on fences buildings, booms turnstiles to ensure compliance with security policies and regulations as well as MISS /MPSS.
- Arrange and perform protection of VIP or any other persons as and when required by DTPC management.
- Keep abreast with developments and changes in legislation, directives, technologies, and threats that could affect company business and security operational activities.
- Manage reporting and follow up on infrastructure repairs with facilities maintenance department.
- Liaise with law enforcement agencies and government security agencies i.e. SSA, Presidents office, Premiers office etc. to assist as and when required.
- Conduct procurement plan, Budgets, explain variations for the section.

Risk Management

- Develop and maintain an up to date Threat Risk Assessment (TRA) for the organization.
- Conduct annual security risk management assessments and develop risk mitigating strategies for DTPC and assist tenants in developing their risk mitigating strategies.
- Receive and resolve all tenant security queries effectively to ensure that DTPC interest are protected, tenants' rights are respected and relationships are maintained.
- Undertake annual evaluations of existing DTPC properties and land to ensure that property security standards are maintained within DTPC standards and other relevant regulations.
- Manage, coordinate and conduct personal and alcohol breathalyzer tests where required.

	<ul style="list-style-type: none"> ● Respond to medical emergencies, bomb threats, fire alarms, intruder detection following emergency response procedures. ● Compile and update Security Business Continuity Plan.
Security Investigation	<ul style="list-style-type: none"> ● Conduct investigations on security breaches and implement preventative measures. ● Conduct criminal, disciplinary investigations. ● Investigate damages on property and assist DTPC recover any loss suffered from the third party. ● Preservation and presentation of evidence in disciplinary enquiry or court of law. ● Cooperation with relevant authorities (e.g. detectives, crime Intelligence Scorpions and SSA) during investigations.
Security Contract Management	<ul style="list-style-type: none"> ● Manage security contracts of DTPC ensuring that effective security is provided to DTPC and tenants. ● Manage outsourced security contracts ensuring that security services are provided to DTPC and tenants according to the SLA and best practice industry norms. ● Conduct inspections on security service provider, attendance, ensuring their performance on DTPC sites. ● Manage duty roster to monitor time and attendance, accuracy of postings and absenteeism. ● Manage budgets for security contracts in line with DTPC's contract management procedures. ● Conduct security audits, raise penalties and submit credit notes for non-compliance. ● Ensure continuous improvement by regular and consistent meetings with service provider/s.
Occupational Health and Safety Act	<ul style="list-style-type: none"> ● Joint Co-ordination with SHEQ team for emergency drills and exercises for DTPC facilities and ensure state of readiness in dealing with any eventuality. ● Manage enforcement and compliance with OSHA, in-house safety rules and procedures

Qualifications, Knowledge, Skills and Competencies Required	<p>by ensuring appropriate hazard identification of risk assessments and controls are in place for security department including contract staff and any incidents are appropriately reported and investigated.</p> <ul style="list-style-type: none"> ● DTPC emergency coordinator. ● Respond to medical emergencies, bomb threats, fire alarms, intruder detection following emergency response procedures.
	<p>People Management</p> <ul style="list-style-type: none"> ● Motivate security staff to achieve maximum performance by training, coaching, mentoring & skills development. ● Ensure all Job Descriptions, Performance Agreements and Performance Assessments for security staff are compiled, completed and finalised timeously. ● Plan for and advise on recruitment needs for area of responsibility. ● Ensures that the working environment contributes to improving staff morale and increasing productivity. ● Know and live the values of DTPC. <ul style="list-style-type: none"> ● M+3 Degree/Diploma in Security Management or equivalent level of qualification in a Law Enforcement /Security Management environment. ● PSIRA Grade B or A certification. ● Code EB driver's license. ● Ability to drive a 4x4 vehicle and advanced driving will be an added advantage. ● At least 10 years' experience in security industry/environment. ● At least 5 years' experience in security management role. ● Ability to conduct Security related Risk Assessments. ● Contract Management and the management of SLA's. ● Financial Management and Budgetary Management. ● Ability to manage a team of employees and contractors effectively. ● Established contacts and networks within the security industry and /or law enforcement will be an advantage. ● Proficiency in MS Office (Word, Excel and Power Point). ● Knowledge and understanding of OHSA and the impact on property. ● Willing to travel between sites and different work places. ● Highest level of integrity and confidentiality. ● Demonstrate professional excellence.

	<ul style="list-style-type: none"> ● Problem solving skills. ● Ability to work under pressure and independently with minimal supervision. ● Relationship Management Skills. ● Must be able to apply good judgment and discretion when evaluating potential or actual incidents and advising on an appropriate response. ● Able to deal with sensitive issues with discretion and good judgment.
Employment Equity Preference	Preference will be given to African Female candidates, as per DTPC's Employment Equity Plan.
Recruitment and Selection Process	<p>The process will consist of the following steps:</p> <ul style="list-style-type: none"> ● Shortlisting of CVs based on minimum requirements of the role; ● 1st Round Panel Interview; ● Psychometric Assessment/s; ● Verification Checks; ● 2nd Round Panel Interview, if required.
Verification Checks	<p>The following verification checks will be conducted:</p> <ul style="list-style-type: none"> ● Criminal; ● Credit (position of trust) and Financial dealings; ● Qualifications; ● Reference Checks; ● South African citizen; ● Code EB drivers license; and ● Positive verification of current remuneration package.
Remuneration and Benefits	<p>R 495,430 – R743,204 Annual Package on a total cost to company basis. Cellphone Allowance of R800 per month. Non-guaranteed performance bonus. 22 Working days leave per annum.</p>
Application Forwarding Details	<p>HR@dubetradeport.co.za</p>