

Job Specification

Job Title	Security Coordinator (Electronics)
Category	Permanent Position
Division	Property Operations
Reporting To	Security Supervisor
Job Level	Paterson C1
Job Purpose Statement	To co-ordinate and facilitate DTPC 24 hour security operations for all properties within the Dube TradePort precinct including Dube City, AgriZone and TradeZone.
Key Performance Areas	<p>Physical Security Operations, CCTV, Access Control and Other Security Systems</p> <ul style="list-style-type: none"> ● Conduct regular patrols on DTPC owned facilities to inspect electronic security systems for faults, breaches, etc and compile patrol reports to highlight all findings. ● Conduct daily CCTV and access control system functionality checks; report deficiencies or faults with the system to the DTPC Security Manager on a daily basis. ● Inspect all security equipment used for security, including fences, boom gates turnstiles, lighting, access control equipment, CCTV and so forth and provide first line remedial interventions to fault identified. ● Report any problems to the DTPC Security Manager immediately. ● Operate and control the CCTV monitoring equipment, to prevent security breaches and react promptly to any detected security breach or emergencies. ● Collect evidence using CCTV footage for investigation and litigation purposes ● Operate and control the electronic access control equipment and software, to prevent security breaches and react promptly to any detected security breach or emergencies. ● Keep the CCTV monitoring, access control and other security related equipment in a clean and tidy condition at all times. ● Assist in compiling registers and documents and procedures relating to security operations, and forward these to the Security Manager for review. ● Operate and monitor the access control system including issuing and control of permits, access reports in accordance with the applicable policies and procedures. <p>Incident Management</p> <ul style="list-style-type: none"> ● Respond to any incidents, emergencies and initiate the appropriate security response to control for such situations.

	<ul style="list-style-type: none"> ● Conduct incident investigations and compile investigation reports, action taken and suggested preventive mitigation measures. ● Maintain documentation of security incident, occurrences and emergency situation in registers containing all relevant information of the action taken in respect of the aforementioned. ● Maintain the emergency contact list. ● Daily co-ordination of security activities in respect of incident prevention and incident response to ensure effective deterrence and detection is carried out.
Security Contract Management	<ul style="list-style-type: none"> ● Assist with daily inspections on security service provider personnel to ensure the following: <ul style="list-style-type: none"> i) correct deployment by the contract security company at the specified posts and times, and ii) ensure contract security are performing their functions effectively, as per agreement. ● Collect signed registers and checklists on a daily basis and submit to the DTPC Security Manager ● Compile daily, weekly and monthly reports on the penalties, non-conformances raised against the security service provider staff according to SLA requirements, procedures, policies and site instructions.
Communication and Teamwork	<ul style="list-style-type: none"> ● Work as part of a team, and ensure teamwork through effective communication & relationship building through the following: <ul style="list-style-type: none"> ○ Observe the principles of respect, dignity, humility, and integrity in your work and in dealing with DTPC staff and external parties ○ Promote team culture through your activities and actions ○ Actively seek to empower not only yourself but your colleagues through positive contribution aimed at uplifting the team, and DTPC as a whole ○ Follow reporting channels at all times ○ Maintain confidentiality with regard to sensitive security information that could threaten the security department that it is not discussed with persons external to the security department or outside your reporting lines ○ Attend meetings with stakeholders and meetings with the security service provider as directed by security manager or delegate ○ Document and conduct escorts of tours undertaken within DTPC premises
Security Risk Assessments	<ul style="list-style-type: none"> ● Conduct security risk assessments and compile draft action plans to mitigate such threats, vulnerabilities risks and forward them to the DTPC Security Manager for review.

**Qualifications,
 Knowledge,
 Skills and
 Behavioural
 Competencies
 Required**

- Initiate the appropriate response to mitigate identified security risks, threats and vulnerabilities.
- Conduct patrols of the precinct to identify any hazards, threats, risks, and vulnerabilities and report your findings and action taken to the DTPC Security Manager.
- Maintain an electronic risk dashboard containing the trending identified hazards, risks, vulnerabilities and threats, including mitigation and suggestions which will be reported to the DTPC Security Manager.
- Comply with OSHA, in-house safety rules and procedures 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.
- Conduct daily safety inspections on DTPC facilities and report any hazards to the DTPC Security Manager on a daily basis.

- N3 electrical light current/electronics or equivalent is essential
- Must be in possession of PSIRA Grade B
- CCTV installation or maintenance training
- CCTV system monitoring, management and operations experience
- Electronic access control (preferably IMPRO) installation or maintenance training
- IMPRO access control system operating experience
- The incumbent must have a clear criminal record
- Valid Code EB vehicle driver's license with a minimum of six months driving experience
- Computer literacy on MS Office
- Highest level of integrity and confidentiality
- Must be able to apply good judgment and discretion when evaluating potential or actual incidents and advising on an appropriate response
- Ability to deal with sensitive issues with discretion and good judgment
- Good verbal and written communication skills in English
- Report writing skills
- Ability to speak isiZulu will be an advantage

Closing Date

26 November 2021

**Employment
 Equity**

Preference will be given to African Female candidates and/or candidates with disabilities, as per DTPC's Employment Equity Plan.

**Recruitment
and Selection
Process**

The process will consist of the following steps:

- Shortlisting of CVs based on minimum requirements of the role;
- 1st Round Panel Interview;
- Psychometric Assessment/s;
- Verification Checks; and
- 2nd Round Panel Interview, if required.

**Verification
Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust), if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Valid drivers license; and
- Positive verification of current remuneration package.

**Remuneration
and Benefits**

R290,900 – R407,300 Total Cost to Company.

R582.07 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

Cellphone Allowance of R646 per month.

20 Working days leave per annum.

Non-guaranteed performance bonus.

**Application
Forwarding
Details**

Applications, including a detailed CV, must be forwarded to HR@dubetradeport.co.za.

Please ensure that the vacancy being applied for is clearly indicated on your application.

Correspondence will be limited to shortlisted candidates only. Should you not be contacted within 2 months after the closing date, then your application has not been successful.