

Job Specification

Job Title	Security Co-ordinator
Category	Permanent Position
Division	Property
Reporting To	Security Manager
Job Level	Paterson C1
Job Purpose Statement	To coordinate and facilitate DTPC 24 hour security operations for all properties within the Dube Trade Port precinct including Dube City, AgriZone and TradeZone.
Key Performance Areas	<p>Physical Security Operations, CCTV and other Security systems</p> <ul style="list-style-type: none"> ● Conduct regular patrols on DTPC owned land including the IDZ / CCA areas to prevent security breaches, illegal dumping, illegal land occupation and compile patrol reports to highlight all findings. ● Conduct daily CCTV system functionality checks; report deficiencies or faults with the system to the DTPC Security Manager on a daily basis. ● Inspect all equipment used for security including fences, boom gates turnstiles, lighting, access control equipment, CCTV and so forth and 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 ● Keep the CCTV monitoring and 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.

Incident Management	<ul style="list-style-type: none"> ● Respond to any incidents, emergencies and initiate the appropriate security response to control for such situations. ● 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 occurs.
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, ii. correct uniforms and equipment is provided as required and iii. outsourced security officers are performing their functions efficiently and effectively. ● Collect signed registers and checklists on a daily basis and submit to the DTPC Security Supervisor. ● Compile daily, weekly and monthly reports on the penalties, non-conformances raised against the security service provider, in accordance with 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

	<p>contribution aimed at uplifting the team, and DTPC as a whole</p> <ul style="list-style-type: none"> ○ Follow reporting channels at all times ○ Maintain confidentiality with regard to sensitive security information that could threaten the security department by ensuring that it is not shared with external persons. <ul style="list-style-type: none"> ● Attend meetings with stakeholders and meetings with the security service provider as directed by security manager. ● Document and conduct escorts of tours undertaken within DTPC premises.
<p>Security Risk assessments</p>	<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. ● 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 Supervisor ● Comply with OSHA, in-house safety rules and procedures by ensuring appropriate identification of risks and ensuring that controls are in place for the security department including contract staff and any incidents are reported and investigated appropriately ● Operate company vehicles in accordance with applicable policies and procedures. ● Conduct daily safety inspections on DTPC facilities and report any hazards to the DTPC Security Manager on a daily basis.
<p>Qualifications, Knowledge, Skills and Competencies Required</p>	<ul style="list-style-type: none"> ● Grade 12 or equivalent is essential ● 1 year relevant experience ● The incumbent must have a clear criminal record ● Valid Code EB vehicle driver's license with a minimum of six months driving experience ● Must be in possession of PSIRA Grade B with CCTV controller training or equivalent CCTV system monitoring, management and operations experience ● PSIRA Grade A certification will be an added advantage

	<ul style="list-style-type: none"> ● Computer literacy ● 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 ● Ability to speak isiZulu will be an advantage
Posting Date	25 August 2019
Closing Date	8 September 2019
Employment Equity Preference	Preference will be given to African Female candidates and/or candidates with disabilities, in accordance with 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; and ● Psychometric Assessment/s; ● Verification Checks.
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, if relevant to position; ● Qualifications; ● Reference Checks; ● Valid drivers license; ● South African citizen; and ● Positive verification of current remuneration package.
Remuneration and Benefits	<p>R300,231 – R420,350 Annual Basic Salary.</p> <p>R506-15 Medical Aid Allowance per month.</p> <p>Company Contribution to Provident Fund and Approved Group Risk Benefit.</p> <p>Non-guaranteed performance bonus.</p> <p>20 Working days leave per annum.</p>
Application Forwarding Details	HR@dubetradeport.co.za