

## Job Specification

| Job Title                    | Security Supervisor  |
|------------------------------|--|
| <b>Category</b>              | Permanent Position   |
| <b>Division</b>              | Property Operations  |
| <b>Reporting To</b>          | Security Manager   |
| <b>Job Level</b>             | Paterson Grade C4  |
| <b>Job Purpose Statement</b> | To supervise Security Co-ordinators, implement and monitor DTPC 24 hour security operations for all properties within the Dube TradePort precinct, including Dube City, AgriZone, TradeZone and Illovo ASP, in support of the Security Manager's functions.  |
| <b>Key Performance Areas</b> | <p><b>Physical Security Operations, CCTV and Other Security Systems</b></p> <ul style="list-style-type: none"> <li>● Assist in the planning, development and implementation of security policies, procedures, systems and plans for the Dube TradePort precinct.</li> <li>● Create necessary Standard Operating Procedures (SOPs), checklists and forms for security activities.</li> <li>● Supervise and organise regular security patrols on DTPC owned land to prevent security breaches, illegal dumping, illegal land occupation and compile patrol reports to highlight all findings.</li> <li>● Assist in the development and implementation of controls to manage the permit office operations including issuing and control of permits and compiling access reports in accordance with applicable policies and procedures.</li> <li>● Compile registers, documents and procedures relating to security operations, and forward these to the Security Manager for review.</li> <li>● Ensure effective supervision of security systems, i.e. security monitoring equipment and access control and all other security equipment to prevent security breaches and react promptly to any detected breaches or emergencies.</li> <li>● Supervise CCTV operations and activate emergency plans.</li> </ul> |
|                              | <p><b>Incident Management</b></p> <ul style="list-style-type: none"> <li>● Respond to any incidents, emergencies and initiate the appropriate security response to control such situations.</li> </ul>   |

- Conduct incident investigations and compile investigation reports which must include action taken and suggested preventative measures.
- Maintain documentation of security incidents, occurrences and emergency situations in registers containing all relevant information, including 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.

### **Contract and Financial Management**

#### **Security Contract**

- Conduct daily inspections on security service provider personnel to ensure:
  - correct deployment by the contract security company at the specified posts and times,
  - complete uniform and equipment is provided; and
  - outsourced security officers are performing their functions effectively and efficiently.
- Inspect signed registers and checklists from the security service provider on a daily basis and submit to DTPC Security Manager.
- Oversee the compilation of daily, weekly and monthly reports on the penalties, non-conformances raised against the security service provider according to SLA requirements, procedures, policies and site instructions.

#### **Cleaning Contract**

- Monitor cleaning services contract and ensure compliance with legislation applicable to each functional/service area, as follows:-
  - Environmental Legislation;
  - Municipal Regulations and By-Laws;
  - Hazardous Chemical Substances Regulations, 1995;
  - Occupational Health and Safety Act 85 of 1993;
  - Facilities Regulations, 1988.

- Activate any changes in legislation by ensuring that interventions are implemented to cleaning services contract to conform to such changes.

#### **Contract Management**

- Prepare procurement documentation (Terms of References; Specifications) for the acquisition of new and/or the renewal of cleaning services contract to ensure continuation in the provision of such services to DTPC.
- Lead and negotiate SLA conditions and service provider obligations for new and/or the renewal cleaning services contract.
- Ensure SLAs are in place for cleaning services contract with appropriate procedures and tools to monitor, manage and report on the noncompliance thereof for DTPC owned and other buildings within the DTPC precinct. Prepare periodic reports on cleanings services contract ensuring proper document management and record keeping of service reports received from service provider/s.
- Ensure service provider/s comply with DTPC Health and Safety and OHS Act requirements.
- Maintain a register with pertinent details of cleaning services contract to actively manage continuation in the provision of such services to DTPC.

#### **Risk and Operations Management**

- Conduct ad hoc inspections of cleaning services rendered, with facilities team to ensure that contractual obligations are effectively executed and work is of optimum quality.
- Proactively identify challenges and institute corrective measures.
- Ensure all necessary service reports, Certificates of Completion and Warranties are provided and recorded.
- Project Management of proactive and reactive projects for remedial and/or new cleaning services facilities work, and tenant accommodations.
- Budget preparation and forecasting for cleaning services and equipment.

### **Financial Management**

- Review payments and contract variations or deviations (where necessary) for accuracy; completeness and validity, by preparing and updating contract payment schedules, for cleaning services.
- Liaise with Finance and Contracts Management Departments within the Finance Division to reconcile accuracy and timeousness of payments; manage requests for variations or deviations; resolve legal contractual challenges, and update any amendments to cleaning services contract, where applicable.
- Report any estimated overspends by preparing and maintaining a register of "Actual expenditure against budget" to ensure zero interruption of services.

### **Security Risk Assessments**

- Conduct security risk assessments and compile draft action plans to mitigate threats, vulnerabilities and risks and forward them to the DTPC Security Manager for review.
- Initiate the appropriate response to mitigate identified security risks, threats and vulnerabilities.
- Assist in the compilation and update of Security Business Continuity plan.
- Implement frequent patrols of the precinct to identify any hazards, threats, risks, and vulnerabilities and report your findings and action taken to the DTPC Security Manager.
- Monitor maintenance of an electronic risk dashboard containing the trending identified hazards, risks, vulnerabilities and threats, including suggestions on mitigation plans. These are to be reported to the DTPC Security Manager.
- 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.

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|---|---|
|   | <ul style="list-style-type: none"> <li>● Conduct daily safety inspections on DTPC facilities and report any hazards to the DTPC Security Manager on a daily basis.</li> <li>● Conduct daily safety inspections on DTPC facilities and report any hazards to the DTPC Security Manager on a daily basis.</li> </ul>  |
| <p><b>Security Investigation</b></p>                | <ul style="list-style-type: none"> <li>● Conduct investigation on security breaches and implement preventative measures.</li> <li>● Conduct criminal, disciplinary investigations.</li> <li>● Investigate damages on property and assist DTPC recover any loss suffered by a third party.</li> <li>● Preserve and present evidence in disciplinary enquiry or court of law.</li> <li>● Corporation with relevant authorities during investigations.</li> <li>● Maintain confidentiality with regard to sensitive security information that could threaten the security department by ensuring that that it is not discussed with persons outside the security department or outside your reporting lines.</li> <li>● Follow reporting channels at all times.</li> </ul> |
| <p><b>Relationship / Stakeholder Management</b></p> | <ul style="list-style-type: none"> <li>● In the absence of the DTPC Security Manager, the Security Supervisor will be attending meetings with stakeholders and security service providers.</li> <li>● Establish and maintain robust tenant relationships to ensure complete understanding of tenant processes to enable delivery of viable security responses.</li> <li>● Observe the principles of respect, dignity, humility, and integrity in your work and in dealing with DTPC staff and external parties.</li> </ul>  |
| <p><b>People Management</b></p>                     | <ul style="list-style-type: none"> <li>● Manage and motivate staff to achieve maximum performance by training, mentoring &amp; skills development.</li> <li>● Ensure all Job Descriptions, Performance Agreements and Performance Assessments for staff are compiled, completed and finalised timeously.</li> <li>● Plan for and manage recruitment needs for the department.</li> <li>● Ensures that the working environment contributes to improving staff morale and increasing productivity.</li> </ul>   |

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

- Actively seek to empower not only yourself but your colleagues through positive contribution aimed at uplifting the team, and DTPC as a whole.
- Conduct monthly staff meetings in order to address problems and resolve associated issues.
- Train staff on the Standard Operating Procedures that serve to guide their approach to work.
- Promote team culture through all activities and actions.
- Provides leadership that demonstrates the values of DTPC.

- Minimum of Diploma in Security or Policing or investigation or equivalent.
- Must be in possession of PSIRA Grade B training.
- Valid Code EB vehicle driver's license with a minimum of six months driving experience.
- Ability to drive a 4x4 vehicle and advanced driving training will be an advantage.
- At least 8 years' experience in security or equivalent industry.
- At least 3 years' experience in security or similar supervisory role.
- Previous law enforcement experience will be an advantage.
- Contacts and networks within the security industry and /or law enforcement will be an advantage.
- Proficiency in MS Office (Word and Excel).
- Knowledge and understanding of OHSA and the impact on property.
- Willing to travel between sites and different work places.
- Willing to be on standby and be available for call outs at any time.
- The incumbent must have a clear criminal record.
- Ability to speak isiZulu will be an advantage.
- 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.
- Ability to build and maintain relationships with all stakeholders.
- Teamwork and ability to effectively engage at all levels.
- Ability to analyse and strong attention to detail.
- High levels of energy.

**Opening Date**

25 August 2019

**Closing Date**

8 September 2019

**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;
- 1<sup>st</sup> Round Panel Interview;
- Psychometric Assessment/s; and
- Verification Checks.

**Verification Checks**

The following verification checks will be conducted:

- Criminal;
- Credit (position of trust) and Financial dealings, if relevant to position;
- Qualifications;
- Reference Checks;
- South African citizen;
- Drivers License; and
- Positive verification of current remuneration package.

**Remuneration and Benefits**

R424,855 – R594,798 Annual Basic Salary.

R506-15 Medical Aid Allowance per month.

Company Contribution to Provident Fund and Approved Group Risk Benefit.

Standby and Call Out Allowances, when required.

Non-guaranteed performance bonus.

20 Working days leave per annum.

**Application Forwarding Details**

[HR@dubetradeport.co.za](mailto:HR@dubetradeport.co.za)