

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Security Officer - supervisor

Core code :

Post level and salary code : 5

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

B. JOB PURPOSE

To oversee the provision of security services by coordinating protection, safe guarding and access control in buildings, other premises and their contents, against external threats and potential losses according to the prescribed security policies, procedures, rules and regulations.

C. KEY PERFORMANCE AREAS

- 1 Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies.
 - (a) Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards.
 - (b) Monitor access control to prevent unauthorised entry in buildings and other premises.
 - (c) Authorisation of the equipment, documents and stores into or out of the building or premises
 - (d) Inspect and report all none functioning of security measures (e.g. X-Ray machines, Walk-through metal detectors, security lights and etc.).
 - (e) Check incidents / occurrence books/registers
 - (f) Monitor and provide support in case of emergencies

2. Administrative and related functions
 - (a) Determining rosters, shift schedules and overtime
 - (b) Monitor performance of employees and determine training needs.
 - (c) Control leave and related personnel matters in line with HR procedures and prescripts.
3. Provide security related services
 - (a) Administer key control system
 - (b) Identify risks and threats to the security of the department
 - (c) Provide information regarding incidents to investigating officers.
 - (d) Monitor and respond to alarm system
 - (e) Report faulty equipment/systems
 - (f) Ensure systems are functioning optimally through scheduled services
 - (g) Conduct preliminary incident investigations and submit reports.
4. Administer all control room operations to safeguard the department's assets.
 - (a) Supervise all control room activities
 - (b) Report all incidents and any identified non-compliance relating to security prescripts.
 - (c) Review of footages upon request through proper procedure.
 - (d) Update all registers for the incidents observed.

D. INHERENT REQUIREMENTS

Consult the feeder competencies in the draft competency framework for middle managers and determine the skills and competencies required for this job. It should be noted that a number of competencies would not be applicable to this job. Please note further that the descriptions and definitions should be utilised but the level of proficiency should be should be adjusted to fit the level of the job. The competency framework is available at Consult the Codes of Remuneration for the specific job. The relevant information can be obtained at <http://www.dpsa.gov.za/dpsa2g/documents/ep/MMCFDictionaryConsolidated18July.pdf>

E KNOWLEDGE REQUIREMENTS

- (a) Knowledge of the access control procedures
- (b) Knowledge of measures for the control and movement of equipment and stores
- (c) Knowledge of prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents.

(d) Knowledge of the relevant emergency procedures

F APPOINTMENT REQUIREMENTS

1. NQF level 4 or 5 (A grade 12 certificate or equivalent).
2. Security certificate (A minimum of 1 year of study) **Grade B PSIRA CERTIFICATE**
3. 3 years security experience

G CAREER PATHING

Compliance with the requirements of higher posts.

H AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

I PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

J JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: