

INTERNAL VACANCY

REF NO : ARMED REACTION OFFICERS – NIGHT SHIFT

DIVISION : GLENCORE WESTERN CHROME MINE

POSITION : ARMED REACTION OFFICER

CLOSING DATE : 20 NOVEMBER 2024

An Internal Vacancy exists for **1 x Night Shift Armed Reaction Officer Grade A** in the **Mining Division** based at **Glencore WCM, Rustenburg.**

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

- ✚ To ensure that daily shift management is done according to the required standard.
- ✚ To oversee the duties of the Security Officers at posts and the Reaction Teams on duty
- ✚ Ensure that all communication/ instructions/ procedures/ policies are forwarded, discussed, and understood by all Security Officers and Reaction Teams
- ✚ Communicate all security-related problems identified by the Security Officers and Reaction Teams to the Contract Manager
- ✚ Report all incidents that occurred the following morning and serious incidents immediately to the Contract Manager.
- ✚ Ensure that all members attend the parade before commencing duty.
- ✚ Ensure that the following is checked at the parade before contractor guard force members are posted.
 - ✚ All are sober and fit for duty.
 - ✚ All are in possession of the correct PPE (Bullet-proof vest, safety shoes, etc).
 - ✚ All are clean shaven and hair neat.
 - ✚ All are equipped with all equipment required for the post that will be manned (radio, torches.).
- ✚ Ensure that all security and safety related matters are conveyed to all members at the parade before the guard force members are posted.
- ✚ Ensure all posts are filled, as per contract agreement,
- ✚ Ensure that all Security Officers and Reaction Team members are qualified and competent to conduct their duties.
- ✚ Conduct inspection of the guard house during your visit, check registers, OB, equipment, and the knowledge of the guard posted, ensure that a Post Checklist is completed.
- ✚ Conduct PTOs on Security Officers posted and conduct training where needed.
- ✚ Report any irregularities to the Contract Manager and any defects to the Control Room.
- ✚ Conduct alcohol tests when required or instructed.
- ✚ Ensure all Task Descriptions, Procedures and Instructions are acknowledged at every post by every Security Officer working at the post.
- ✚ Continues Risk assessments must be done (including recommendations) at all posts and reports must be made to the client for review and implantation of recommendations (if agreed on).
- ✚ Ensure inspection of the Reaction Teams are done to ensure they have all required equipment and tools.

CEO: C Diavastos

MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe

Other Responsibilities:

- ✚ Maintain the Guard track system (Downloading batons, add clock points, printing reports)
- ✚ Compile data for Vehicle and Pedestrian searches
- ✚ Compile data for 100% Alcohol tests
- ✚ Compile data for contract compliance
- ✚ Maintain employee files.
- ✚ Bookings of medicals and Induction etc.
- ✚ Conduct Site Audits.

Preferred qualifications/attributes/skills:

- ✚ Valid PSIRA certificate – Grade – A.
- ✚ Valid driver's licence.
- ✚ Grade 12 qualification.
- ✚ A minimum of 5 years' experience in the mining industry and security knowledge will be COMPULSARY.
- ✚ Have excellent presentation, professionalism to liaise with clients, written, verbal communication and report writing skills.
- ✚ Microsoft word, power point and excel skills - Advanced.
- ✚ Strong administrator skills.
- ✚ Some experience in financial auditing and accounting.
- ✚ Reporting skills.
- ✚ Firearm competency. (Handgun, Shotgun, Rifle)
- ✚ Must have excellent presentation, verbal communication and report writing skills.
- ✚ Strong interpersonal skills and professionalism to liaise with clients.
- ✚ Ability to work independently, under pressure, execution of tasks timeously and meet targets.
- ✚ Good organisational skills, patience and willing to go an extra mile.
- ✚ Clean disciplinary, criminal and credit record.

Interested candidates to E-mail CV and Internal Application Forms to williamsonm@proteacoin.co.za or Internalcv@proteacoin.co.za

Employment consideration will be in accordance with the Employment Equity Act requirements.
Should you not hear from us within 14 days after closing date, your application should be considered unsuccessful.

