

## INTERNAL VACANCY

**REF. NO : CONTROL ROOM SUPERVISOR**

**DIVISION : GUARDING**

**POSITION : CONTROL ROOM SUPERVISOR**

**CLOSING DATE : 20 DECEMBER 2024**

Internal Vacancies exist for **3x Control Room Supervisors** in the **Guarding Division** based in **Kempton Park**.

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

- ✚ Observation/Surveillance: Cameras, Manage Information Technology: Cameras, Alarms (Fire/Intruder/Fence), Computers, Telephones
- ✚ Dispatch: relevant role-players in case of incident/emergency
- ✚ The Control Room Operator will complete and archive full record of operational documents.
- ✚ CCTV Surveillance – Control Room Operators to monitor all cameras
- ✚ Emergency response - Control Room Operators to react according to emergency procedures as per site procedure manual.
- ✚ Crime and safety hazards to be reported
- ✚ Public and Client relations
- ✚ Monitor Control Room Systems and report anomalies to the contract manager. The following systems form part of what you are to monitor:
  - Fire Panel
  - Biometric Access Control System
  - Milestone / Gallagher / Avigilon CCTV
  - Lift Intercom and Alarm
  - Building Alarms
- ✚ Provide accurate and reliable information through radio contact with on-site security
- ✚ Control Room Operators will ensure all suspicious vehicles and people are recorded and reported to FMCSA on the site.
- ✚ Reporting of all incidents, alarms and panic alarms in the occurrence book.
- ✚ Completion of the relevant site documentation
- ✚ Maintain a clean Control Room Environment and strict housekeeping regulations
- ✚ All incidents to be reported to the Client & Bidvest Management.
- ✚ Monitor technical faults and report to the Client and BPC.
- ✚ Report any incidents, faults and issues to the contract manager.
- ✚ Initiate investigations using CCTV and Access control record and compile a comprehensive report with timelines to the management.
- ✚ Incident Flash reports are due within 24 hours of an incidents and 72 hours later the final investigative report need to be finalized and submitted to the contract manager allowing the contract managers to add on to the report for final submission to the client by the contract manager.

CEO: C Diavastos  
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe

**Preferred qualifications/attributes/skills:**

- ✚ Valid Grade A PSIRA Certificate
- ✚ Grade 12 Certificate.
- ✚ Relevant CCTV certificate.
- ✚ Previous Technical Security and Control Room experience.
- ✚ Computer literacy.
- ✚ Minimum of 2 years' experience as a controller.
- ✚ Working Knowledge of the following acts:
  - ✚ Labour Relations Act, 66 of 1995
  - ✚ Basic Conditions of employment Act, 95 of 1997
  - ✚ Private Security Industry Regulatory Authority Act, 56 of 2001
  - ✚ Firearms Control Act, 60 of 2000
  - ✚ Criminal Procedure Act, 51 of 1977
  - ✚ Protection of Personal Information Act, 4 of 2013
  - ✚ Occupational Health and Safety Act, 85 of 1993
- ✚ The Control Room Supervisor is required to have working knowledge of the following International Standards Organisation's (ISO) standards:
  - ✚ ISO 9001:2015 Quality Management
  - ✚ ISO 14001:2018 Environmental Management
  - ✚ ISO 45001:2018 Occupational Health & Safety

Interested candidates to E-mail CV and Internal Application Form to [internalcv@proteacoin.co.za](mailto: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

