

INTERNAL VACANCY

REF NO : DUTY MANAGER
DIVISION : GUARDING
POSITION : DUTY MANAGER
CLOSING DATE : 20 DECEMBER 2024

Internal Vacancies exist for **2x Duty Managers** in the **Guarding Division** based in the **Midrand**.

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

- ✚ Ensure all staff are wearing the correct uniform at all times;
- ✚ Report all suspicious people and activities;
- ✚ Assist with the removal of all unwanted guests as instructed by the client;
- ✚ Ensure that a proper hand over is done from shift to shift;
- ✚ Attend to incidents when requested by control room and Security Management;
- ✚ Ensure that equipment for staff members is in working condition and all faulty equipment reported;
- ✚ Ensure all staff members on shift are familiar with current and upcoming events and activities;
- ✚ Monitor radio at all times and ensure all calls are attended to in a timely manner;
- ✚ Ensure that all staff members on duty are in possession of required equipment to perform their duties;
- ✚ Ensure the Supervisor on duty conducts system check on all camera and all faults are reported to management;
- ✚ Ensure all required footage regarding incidents and accidents are saved accordingly and that the footage is reserved on a weekly basis from control room;
- ✚ Ensure that ALL gates are closed at set times, in conjunction with the control room;
- ✚ Initiating disciplinary enquires\ hearings;
- ✚ Ensure Key Issue audits are conducted on regular basis and all errors rectified;
- ✚ Compile risk assessment report and submit as when and required by the client;
- ✚ Ensure all staff has received the relevant training with regards to compliance and adherence to the SOP;
- ✚ Attend meetings where required for operational purposes;

Preferred qualifications/attributes/skills:

- ✚ PSIRA certification – Grade A;
- ✚ Grade 12 or equivalent qualification;
- ✚ 5 Years' experience as a Duty Manager or similar position;
- ✚ Relevant experience in the Estate Protection industry;
- ✚ Excellent written & verbal communication skills;
- ✚ Experience in compiling and managing rosters;
- ✚ Computer literate and knowledge of MS office;
- ✚ The ability to communicate and present at all levels;
- ✚ Clean disciplinary, criminal and credit record;
- ✚ Ability to work under pressure;
- ✚ Driver's License and own reliable transport;

Interested candidates to email CV and Internal Application Form to 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

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