

INTERNAL VACANCY

REF. NO : SITE MANAGER
DIVISION : MINING
POSITION : SITE MANAGER
CLOSING DATE : 22 JANUARY 2025

An Internal Vacancy exists for a **Site Manager** in the **Mining Division** at **Impala Platinum Refinery, Springs**.

Role responsibility:

The Security Site Manager is responsible for overseeing all security operations at BMR Plant, ensuring client satisfaction and compliance with policies and standards. Key duties include leading and managing on-site personnel, coordinating security activities such as patrols, access control, and incident response, and maintenance of surveillance technologies. The role requires regular **risk assessments, maintaining operational readiness, and managing resources**, including budgets and equipment. Acting as the primary **liaison with the client**, the Security Site Manager responsibilities is to ensures contractual obligations are met while upholding health, safety, and compliance standards to deliver a secure and efficient environment.

The successful incumbent must have a strong character coupled with the ability to make operational decisions with minimum support and directives from senior management. Must be well versed in English with strong articulation skills.

Skills required:

- ✚ Strong planning skills
- ✚ Leadership skills
- ✚ Organizational skills
- ✚ Good interpersonal skills
- ✚ Analytical, Critical Thinking skills.
- ✚ Ability to meet strict deadlines.
- ✚ High methodical working methods are required.
- ✚ Attention to details.
- ✚ Ability to liaise professionally with management and personnel at all levels.
- ✚ Ability to work without supervision and under pressure.
- ✚ Proficiency in CCTV and other security technologies systems.

Key Performance Areas:

- ✚ Constantly evaluating risks / threats and making recommendations to mitigate findings.
- ✚ Ensuring that contractual requirements are met as stipulated by the Client.
- ✚ Maintaining good relations between Bidvest Protea Coin and the Client regarding security services rendered.
- ✚ Liaising daily with BPC Branch Manager on various operational issues.
- ✚ Submitting required weekly / monthly incident and general reports as required by Management and client.
- ✚ Assisting management and Client in special events, adhoc requests and all investigations.
- ✚ Dealing with all required administration matters.

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

- ✦ Roster Scheduling of deployed guards adhering to Labour legislation and fatigue management policies.
- ✦ Ensure cost-effective and productive Operations.
- ✦ Perusal of attendance register and acting upon any defiance's detected.
- ✦ Ensure compliance with Site security requirements and deployment criteria.
- ✦ Ensure availability and functionality of allocated security equipment.
- ✦ Enforce discipline onsite, Adhering to disciplinary procedures.
- ✦ Conduct monthly Security Risk Surveys and Audits.
- ✦ Attend all Occupational Health and Safety incidents and provide management with detailed report.
- ✦ Attend all Occupational Health and Safety meetings.
- ✦ **Conduct safety inspections** and advise client about corrective actions to be taken.
- ✦ Ensure compliance to all site and BPC Management policies.
- ✦ Conduct on the job training and draw up registers and evidence what training and when it was conducted.
- ✦ Ensuring all processes, records, and operations comply with required standards, regulations, and best practices for internal and external Audit readiness.
- ✦ Ensure that all compliance topics are addressed and discussed with guards.
- ✦ Compile Daily, Weekly and Monthly reports.
- ✦ Provide 24-hour response to serious incidents.
- ✦ Ensure that all Security Officers' Impala Inductions/Impala medical screenings and BPC Inductions are valid.
- ✦ Escalate matters for investigation-to-Investigation Dept.
- ✦ Perform Security Post visits daily on all areas in the BMR plant.
- ✦ Conduct fence and alarm testing patrols once a week.
- ✦ Attend management meetings.
- ✦ Conducting interviews for recruitment purposes.

Preferred qualifications/attributes/skills:

- ✦ Valid PSIRA Grade A certificate and Matric certificate/ Grade 12.
- ✦ Security Management certificate / Diploma or a relevant tertiary qualification is advantageous.
- ✦ First Aid, Health and Safety or SHEQ certifications is an advantage.
- ✦ Firearm Competency with valid Business Unit standards qualifications is advantage.
- ✦ Valid Driver's Licence and Own reliable transport.
- ✦ Minimum 5 years relevant experience and management of people experience.
- ✦ Computer literacy and proficient in Microsoft office (Word/Excel /Outlook/ PowerPoint)

Interested candidates to E-mail CV and Internal Application Form to internalcv@proteacoin.co.za and deon.badenhorst@implats.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

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