

INTERNAL VACANCY

REF. NO : SHIFT MANAGER
DIVISION : GUARDING WESTERN CAPE – ASTRON ENERGY
POSITION : SHIFT MANAGER
CLOSING DATE : 15 APRIL 2025

An Internal Vacancy exists for a **Shift Manager** in the **Guarding Division** based in the **Western Cape**.

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

- ✚ Manages on site Security Service Provider (SSP) team
- ✚ Manage the Contract Security in conjunction with the SSP Security Manager on the following aspects:
- ✚ Regulatory Compliance to National Key Point Act (NKP) and the Critical Infrastructure Protection Act (CIPA)
- ✚ Investigate and completes all required incident and investigation reports to site manager
- ✚ Manages the SSP compliance in terms of NKP annual training required
 - 50 Period NKP Refresher
 - Reg 21 Firearm refresher training
- ✚ Ensure that SSP deployed officers complete the required WAG 1 applications and submits to NKP for authorization
- ✚ Ensure that SSP employees complete necessary CRC vetting
- ✚ Ensure that all SSP employees and management required to be vetted by the State Security Agency (SSA) complete the necessary Z204 forms
- ✚ Team member of the Security Risk, Threat, and Vulnerability (SRA) assessment
 - Ensure closure from SSP when identified (close out security action points)
- ✚ Conducts regular assessments of Security team performance
- ✚ Manages all Firearms allocated to the facility accordance the Firearms Control Act (FCA) and SSP Firearm Management Process / Procedures
- ✚ Manages SSP employee's competencies
 - Develop and maintain a database competency expiry date
 - Ensure all staff commence renewal process at least 120 days prior to expiry
- ✚ Ensures SSP employees are compliant with Reg 21 training requirement
 - Ensure training provider is booked in advance
 - Ensure staff are communicated in advance of training dates, and ensures that staff attend
 - Provide evidence of training conducted on site for NKP inspection
 - Ensure CHSO is advised of training dates and is given evidence of training conducted should CHSO be able to attend
- ✚ Manages all Firearms of the SSP, in terms of Legal requirements
 - Registers
 - Regular audits
 - Licensing requirements
 - Daily allocation to employees on site
 - Ensure ALL posts have an armed officer allocated

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- ✚ Responsible for Service Level Agreement compliance of the SSP to the facility;
 - Manage the SSP deployment to the NKP
 - Manages all Human Resource and Industrial Relations matters for the SSP, on staff deployed to the facility
 - Attendance
 - Leave
 - Sick Leave
 - Compliance with SSP disciplinary code
- ✚ Ensure compliance of allocated staff of the SSP to the Private Security Industry Regulatory Authority Act (PSIRA)
 - Develop and maintain a database of PSIRA expiry dates
 - Ensure all staff renew prior to expiry
- ✚ Manages the Uniform and Personal Protection Equipment (PPE) management
 - Ensure that the uniform is replaced timeously as agreed on SLA
- ✚ Training Management
 - Develop and maintain a training register
 - Ensure compliance of all training is done timeously
 - Supply a corrective plan for employees deemed “Not Yet Competent”
 - Toolbox Talks
 - Maintain records of talks conducted
 - Supply monthly proof to NKA Manager and to client in monthly meetings
- ✚ Implementation of site security plans dependent on alert levels
 - Implementation of contingency plan during various unrests or protests within the demographic
- ✚ Ensure training is conducted as required on
- ✚ SLA Training
 - Regulatory training as mentioned above
 - SLA requirements mentioned above including
 - Firefighting training
 - First Aid Training
 - Quarterly training on United nations Voluntary Principles (UNVPSHR)
 - “On The Job” (OTJ) of
 - Standard Operating Procedures (SOP’s)
 - Emergency Response Plans
- ✚ Completes investigations on the facility
 - Planning and investigating of all security related incidents
 - Planning and implementing of investigation plan on all matters referred by the site manager
- ✚ SSP Health and Safety (HSE) representative
 - Manages SSP staff for annual “Fit for duty” medical assessments
 - Manages Annual site inductions and reinductions of all SSP employees
 - Represents SSP in terms of OSHA Legal requirement in accordance with the Health and Safety
 - Manage SHEQ Related Investigations
 - Manage and Schedule Building inspections
 - Manage, schedule. Implement and investigate all Loss Prevention System Tools (LPS System – Near Loss Incidents (NLI), Loss Incidents (LO) and Loss Prevention Observations (LPO)
- ✚ SSP Compliance including HR / IR matters
- ✚ Complete security related investigations
 - Ensure all investigations are registered

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- ✚ Manage daily audits and inspections
 - Develop and maintain a per shift check sheet
- ✚ Manages the SMP (pipeline) officers deployed
 - Ensure daily inspection of officers and assets is conducted
 - Ensure officer supply a daily activity report
- ✚ Management of Ad Hoc Service requests
- ✚ Ensure that Site Operating Procedures are trained to the officers allocated to the ad-hoc project

Preferred qualifications/attributes/skills:

Qualifications Required

- ✚ PSIRA Registered Grade A
- ✚ Firearm Competence (Handgun & Shotgun)

Skills & Experience (Desired)

- ✚ Management experience (at least 3 years)
 - Experience in the petroleum sector is an advantage
- ✚ Computer literacy (Essential)
- ✚ Formal Managerial training certification would be advantageous
- ✚ Understanding in the following Legal Aspects & Principles
 - PSIRA – Private Security Industry Regulatory Act
 - BCEA – SD6 – Basic Conditions of Employment Act - Sectoral Determination 6
 - NKP – National Key Point Act
 - FCA – Firearms Control Act

- ✚ Investigations

Competency

- ✚ Problem Solving and Decision Making
- ✚ Coaching & Mentoring
- ✚ Conflict Management
- ✚ Strong written and verbal communications
- ✚ Planning and prioritizing of tasks
- ✚ Building Effective Teams
- ✚ Managing and Measuring Work
- ✚ Customer Focus

Interested candidates to E-mail CV and Internal Application form to internalcv@proteacoin.co.za
Employment consideration will be in accordance with the Employment Equity Act requirements. Should you do not hear from us within 14 days after closing date, your application should be considered unsuccessful

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