

INTERNAL VACANCY

REF. NO. : BRANCH MANAGER
DIVISION : GUARDING
POSITION : BRANCH MANAGER – RICHARDS BAY
CLOSING DATE : 06 MAY 2025

An Internal Vacancy exists for a **Branch Manager** in the **Guarding Division** based in **KZN, Richards Bay**.

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

- ✦ Render a comprehensive pro-active security service;
- ✦ Liaise with the client and handle all internal queries;
- ✦ Sustain growth and profitability;
- ✦ Co-ordinate all management functions within your area;
- ✦ Increase and sustain the performance and productivity of all staff at the branch;
- ✦ Ensure adherence to Group Divisional policies including standard operation procedures;
- ✦ Planning and management;
- ✦ Financial Management;
- ✦ Sales and marketing;
- ✦ Personnel management and human resources development;
- ✦ Oversee and manage the branch's security operations, ensuring compliance with company standards and industry regulations;
- ✦ Lead, mentor and motivate security teams to deliver high quality services;
- ✦ Develop and maintain strong client relationships, ensuring service excellence and customer satisfaction;
- ✦ Manage budgets, financial performance and operational efficiency;
- ✦ Ensure effective workforce planning, including recruitment, training and performance management;
- ✦ Conduct risk assessments and implement security solutions to mitigate potential threats;
- ✦ Drive business development initiatives to expand client base and increase revenue;

Preferred qualifications/attributes/skills:

- ✦ PSIRA certification – Grade A;
- ✦ Grade 12 or equivalent qualification;
- ✦ Minimum 5 years' experience in a senior management position;
- ✦ Excellent client liaison and administration skills;
- ✦ Firearm competency in handgun, Shotgun and Rifle.
- ✦ A working knowledge of MS Office;
- ✦ Excellent written and verbal communication skills;
- ✦ Basic knowledge of BCEA, OHS Act, LRA, National Bargaining Council and Main Agreement;
- ✦ Good Labour Relation skills;
- ✦ Knowledge of ISO procedures;
- ✦ The ability to work under pressure;
- ✦ Adaptable to regular change;
- ✦ Bilingual (English and any other South African Language);
- ✦ Sound Interpersonal skills and leadership abilities;
- ✦ Clean disciplinary, criminal and credit record;
- ✦ Code 08 Driver's license and own vehicle;
- ✦ Own Accommodation;

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 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