

CAREER OPPORTUNITY

The Council for Scientific and Industrial Research (CSIR) is a leading scientific and technology research organisation, implementing projects throughout Africa and making a difference in people's lives.

Security Operations Specialist

About the job:

CSIR has a vacancy for a **Security Operations Specialist** who will supervise and co-ordinate all security operations nationally in safeguarding people, assets and property by developing and implementing operations security plans, standard operating procedures and work instructions. This position is based in Pretoria.

Key responsibilities:

- Co-ordinate security operations in all CSIR sites;
- Supervise and co-ordinate CSIR Security Control room staff and activities;
- Develop standard operating procedures (SOPs) and standards to implement the security policy;
- Develop and implement operations security plan and events;
- Conduct security awareness and training for in-house and outsourced security personnel on security policy, standard operating procedures (SOPs), standards and company requirements;
- Conduct security surveys to mitigate security risks;
- Co-ordinate compliance to the National Key Points Act, Private Security Industry Regulatory Authority (PSIRA) Act, Control of Access to Public Premises and Vehicle Act and other relevant legislation;
- Supervise in-house security staff and contractors performance;
- Participate in relevant Security structures as required, e.g., Security Forum, Joint Planning Committee, etc.
- Manage and maintain all operational security systems and equipment;
- Conduct preliminary investigations on security incidents and represent the security department in the disciplinary hearings or court proceedings;
- Participate in organisational emergency preparedness and response activities;
- Attend to all customer requests / complaints in a prompt and professional manner.

Qualifications, skills and experience:

- A national diploma or degree in security risk management or equivalent with at least five years' experience in a security environment and 2 in security supervision or specialist level;
- Security Management or Advisory course will be an added advantage;
- Experience in conducting security surveys or risk assessments;
- Experience in policy implementation and formulation of plans;
- Experience in conducting investigations and report writing;

- Experience in hazard identification and risk assessment;
- Competency in the managing and handling of firearms would be advantageous;
- Registration with Private Security Industry Regulatory Authority (PSIRA) Grade B;
- Project management, analytical, communication, interpersonal relations, networking, conflict management, problem-solving and computer literacy skills;
- Knowledge of National Key Points Act and Regulations, Minimum Information Security Standards, Control of Access to Public Premises and Vehicle Act, and relevant security legislation;
- Ability to manage and develop internal and external stakeholder relations;
- Completed a SAMTRAC introductory course;
- Must be in possession of a valid driver's licence.

Should you meet the above requirements, please email your CV to jobapplications@csir.co.za with your name and surname, position title and reference number in the subject line, **(e.g. John Smith: Security Operations Specialist: Reference No: 308063)**

Closing date: 15 May 2017

PLEASE NOTE THAT FEEDBACK WILL BE GIVEN TO SHORTLISTED CANDIDATES ONLY.

For more info, please contact the CSIR Recruitment Centre on **012 841 4774** or email us at Recruitmentinfo@csir.co.za

*The CSIR is a responsible employer; we have put measures in place to ensure that equity is implemented such that it best serves the interests of the organisation and South Africa as a whole. This speaks to the CSIR's commitment to the Employment Equity Act of 1998. By applying for this position at the CSIR, the applicant understands, consents and agrees that the CSIR may solicit a credit and criminal report from a registered credit bureau and/or SAPS (in relation to positions that require trust and honesty and/or entail the handling of cash or finances) and may also verify the applicant's educational qualifications and employment history. **The CSIR reserves the right to remove the advertisement at any time before the stated closing date and it further reserves the right not to appoint if a suitable candidate is not identified.***