

JOB PROFILE

SECURITY OFFICER MES Kempton Park Branch

Job Title:	Security Officer
Post Grade:	Level – A2
Reporting line:	Branch Manager
Place of work:	MES Kempton Park

CORE DESCRIPTION OF POST

- To ensure the security of the building through monitoring access, addressing any security incidents and recording any security activities that occur.

JOB REQUIREMENTS

- Minimum Grade 12.
- Minimum Grade C – Security Certificate.
- Must have a current registration with PSIRA.
- Minimum of 1 year experience as a Security Officer.
- Must have a current Police clearance.
- Be physically fit and in good health.
- Have sober habits.

COMPETENCIES NEEDED FOR THE JOB

- Commitment to the organization as a Security Officer.
- Good verbal communication skills.
- Good written communication skills.
- Good time keeping skills.
- Ability to take instructions
- Willingness and Ability to work with people.
- Willingness and Ability to serve and protect.
- Ability to handle difficult clients.
- Willingness and Ability to resolve conflict.
- Must be able to work in a team.
- Be flexible regarding working hours when required.
- Be a dedicated and committed person.
- Be able to work independently.
- Adhere to Occupational Health and Safety Standards.
- Teamwork.
- Attention to detail.

MAIN FUNCTIONS

- Control access to the building of the clients, donors, visitors and the staff.
- Ensure all visitors sign into the visitor's book.
- Prevent any unauthorized and irregular entry of the building.
- Assist the people who are entering the premises by opening the gate.
- Ensure that the gate is closed and control is maintained all the time.
- Conduct the search of the people when entering or leaving the premises - when necessary.
- Patrol the entire building area and enter the information in the occurrence book (OB).
- Ensure that there are no security breaches in the building area.
- Report any security breaches to the Branch Manager.
- Circulate among visitors, clients and employees to preserve order and protect property.
- Assist the organization and staff to deal with unruly and badly behaved people.
- Report any disturbances to the Branch Manager.
- Record all security interventions that are necessary.
- Record and report any OHS issues that needs attention to the Branch Manager.
- Assist with any OHS tasks where required.
- From time-to-time assist with additional reasonable requests to assist the organization.

N.B: As the organization develops and new needs arise, these duties could be renegotiated with the employee.

Closing date: 17/05/2024

Applications to be forwarded to: recruitment@mes.org.za