

**CALL FOR APPLICATIONS: SUPERVISOR – CONTROL ROOM (X2)
PERMANENT CONTRACT WITH THREE MONTHS' PROBATION, PATTERSON
GRADE C, SALARY NEGOTIABLE - TOTAL COST OF EMPLOYMENT PER ANNUM)**

The Gauteng Industrial Development Zone (GIDZ) Development Company was formed to develop and operate the ORTIA IDZ. The purpose of the ORTIA IDZ is to provide an efficient import and export duty-free zone for high value added, light manufactured goods that are exported via air freight. The subsidiary's vision is to contribute towards the transformation, development and growth of post-minerals extraction processing and beneficiation industry sectors. Through this IDZ Development Programme, the GGDA subsidiary aims to provide a destination for strategic investments from and within export manufacturing industries.

THE SUCCESSFUL INCUMBENT WILL BE REPORTING TO THE MANAGER: SECURITY (GIDZ) AND HIS/HER PRIMARY PURPOSE WILL BE:

To provide and support a full Security Control Room Operation in a 24-hour response environment – utilizing and supervising all systems within the control room, ensuring that all requests for assistance are attended to and that all electronic systems are operating to their optimum. To ensure effective management of IT Security Officers and supporting security operations on site.

KEY PERFORMANCE AREAS AND RESPONSIBILITIES:

- Plan work procedures.
- Document operational activities.
- Supervising the delivery of an effective Alarm and CCTV control room 24/7
- Ensuring all shifts are covered and effective manpower utilisation.
- Developing systems and procedures to streamline performance of subordinates and systems.
- Mitigating risks to the company
- Ensuring the efficient and correct system / equipment use of systems by subordinates
- Proper planning and implementation of new systems and procedures
- Provide reports and recommending process improvements where needed.
- Ability to provide prompt feedback on complaints with utmost detail.
- Providing detailed reports on incidents
- Managing and executing discipline of subordinates promptly
- Develop training curriculum for new employees and routine training for all subordinates where necessary.
- Maintain personal integrity and confidentiality of all information obtained
- Order materials, supplies, or equipment and replacement parts.
- Report all faults experienced during the day's activity.
- Cross-train and perform other duties as assigned.
- Supervision of controllers
- Assess risks at collection/drop off points and report such to management.
- Remain alert and always prepared, not only protecting the crew or premises against attack, but also watching for accidents that could result in a loss.
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- Assist with scheduled maintenance, cleaning, and minor adjustments to electronic devices, including but not limited to access control, video surveillance, and intrusion detection devices.

- Make sure equipment is updated and operational, meeting required local and manufacturers requirements.
- Issue and track work orders and work closely with vendors to assure timely resolution of service issues.
- Respond to phone, email, voice mail, verbal and written work orders.
- Oversee issuing, assigning access rights for access control cards or key fobs and decommissioning of access control cards.
- Development of SOP's, emergency, control room, and Control room manual etc.
- Maintain appropriate records as required.
- Notify emergency services when external response is required; coordinate with security Management to ensure services have immediate access to the precinct.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS:

- Grade 12 or higher qualification
- Grade "A" Psira registered
- Diploma/Degree in IT/Cybersecurity
- Supervision of employees in a large security control room for at least 3 to 5 years.
- Experience working in a high demand control room/monitoring environment.
- Experience in intruder alarm, CCTV, access control and fire alarm systems.
- An understanding of ethernet networking and IP addressing
- Understanding of operating systems like Windows and Linux
- Computers Literacy (Word, Excel, Outlook)
- Knowledge and understanding of the "OSI" model

APPLICATIONS MUST BE ACCOMPANIED BY A CURRICULUM VITAE, CERTIFIED COPIES OF QUALIFICATIONS, AND CERTIFIED COPIES OF IDENTITY DOCUMENTATION.

- **Preference will be given to people with disabilities, women and previously disadvantaged**
- Only shortlisted candidates will be contacted. If you have not heard from us within three months after the closing date, please regard your application as having been unsuccessful.
- The closing date for applications is **06 August 2023**
- Applications should be submitted online: <https://bit.ly/GGDAGroupRecruitment> Enquiries should be addressed to recruitment@gqda.co.za

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as pe POPIA"

Gauteng Industrial Development Zone (GIDZ) Development Company reserves the right to make an appointment.