

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

The ARC-Animal Production (ARC-AP) seeks to appoint a highly skilled, experienced and dynamic person to the following position at Ncera- Centre - Eastern Cape:

SECURITY SUPERVISOR

Key Performance Areas:

- Implement organizational security policies and procedures,
- Handling Information security administration,
- Assist with security awareness training,
- Monitoring of efficiency and effective functioning of security measures in place e.g. Alarm, Access Control, and CCTV system,
- Compiling of monthly and quarterly incident reports,
- Supervise in house and outsourced security guarding services,
- Monitoring of security daily routine activities,
- Assist with service provider administration SLA compliance,
- Conducting of security patrols and inspections,
- Issue key and access cards,
- Maintain and update the key control registers,
- Conduct key control audits,
- Investigate security incidents,
- Report on security incidents and risks,



- Implement security emergency procedures,
- Liaise with local law enforcement agencies.

Requirements

- Grade 12 Certificate,
- Professional membership: Registration with Private Security Industry Authority (PSIRA – grade B),
- Extensive specialised experience (in excess of 3 years) in activities directly relating to Security,
- A valid B driver’s license,
- Knowledge and experience in security related duties and security administration,
- Knowledge and experience in the application of the minimum Information Security Standards MISS Document,
- Fire Arms Control Act,
- Occupational Health and Safety Act,
- Protection of information Act,
- Access to information act and Control of Access to Public Premises and Vehicle Act,
- Knowledge and experience in operating fire detection and extinguishing systems as well as CCTV and access control systems,
- Good communication skills written and verbal and interpersonal relations,
- Proficiency in the MS Office suite,
- Successful candidate will be required to conduct after-hours inspection as well as irregular hours.

Enquiries: Mr S Nini, Tel (043) 781 6063

CLOSING DATE FOR APPLICATIONS: 23 AUGUST 2021

A competitive remuneration package will be congruent with the scope, responsibilities and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to South African citizens.

Applications accompanied by covering letter, detailed CV (Including certificates, supporting documents, copy of driver’s license and nationality. NB: Non-RSA Citizens/work permit holders must attach certified copies) as well as the names and particulars of three (3) traceable referees must be e-mail to APICV@arc.agric.za.



SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard their applications as unsuccessful. The Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity. The company has the right not to appoint.

