



Road Traffic Management Corporation

Security Officer

Ref No. RTMC/ TFM: SO/2024

Salary Package: Market Related

Position: Security Officer
Business Unit: Total Facilities Management
Location: Boekenhoutkloof
Job Purpose: The Security Officer is responsible for ensuring proper access control is done and that premises are safe and security. The incumbent is responsible for ensuring that the work done by the outsourced security guards is done according to set RTMC standards.

KEY JOB RESPONSIBILITIES:

- Ensure access control and that the premises is safe and secure.
- Protect the RTMC's assets relative to theft, assault, fire, and other safety issues.
- Ensure that the guards from the Service Providers do work according to set RTMC standards.
- Permitting entry to visitors complying with standards.
- Search all vehicles entering and exiting the premises according to set processes and procedures.
- Implement an asset removal register and ensure that this is signed every time an asset is moved out of the premises.
- Build and maintain healthy and sustainable relationships with stakeholders, both internally and externally make them always feel safe and secure when are within RTMC premises.

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- Identify issues and problems within allocated area and make recommendations to the team leader as and when required.

QUALIFICATIONS AND EXPERIENCE:

- Matric/Grade 12 (Minimum requirement)
- Must be registered with PSIRA_ The Private Security Industry Regulator Authority (Grade C essential)
- Driver's license required.
- Fire-arm competency
- 1-2 year's working experience as Security Officer/ Guard.

KEY ATTRIBUTES AND COMPETENCIES:

- Knowledge of Security systems, practices, and processes
- Understanding of road traffic management legislation

HOW TO APPLY:

- Submit a letter of application (no prescribed template), accompanied by a recent Curriculum Vitae.
- Applications must be forwarded via email to: corporateservicesrecruit@rtmc.co.za
- Candidates are requested to clearly indicate the reference number for the position they are applying for on the email.

NB: Persons with disabilities are encouraged to apply.

The closing date is 16 February 2024 at 16:30 and no late applications will be accepted.

The RTMC reserves the right not to make an appointment. Due to the large number of applications, we envisage receiving, applications will not be acknowledged. If you have not received any response from us within 3 months, please consider your application unsuccessful.

Enquiries: Human Capital at (012) 999 5425

