



Road Traffic
Management Corporation

Site Supervisor/Team Leader

Ref No. RTMC/TFM/SS/2024

Salary Package: Market Related

Position: Site Supervisor/Team Leader
Business Unit: Total Facilities Management
Location: Boekenhoutkloof
Job Purpose: The Site Supervisor/Team Leader is responsible for ensuring proper access control to all the RTMC premises. The incumbent is also responsible for ensuring that all premises, staff and visitors at these premises are safe and secure. The incumbent is responsible for ensuring compliance with all NKP legislation and regulations.

KEY JOB RESPONSIBILITIES:

- Ensure that access to all RTMC premises is secured.
- Ensure compliance with all Security policies and procedures and amendments to Acts and related regulations governing National Key Points.
- Keep abreast with changes in relevant guidelines and other legislation, to make recommendations where Security procedures need to be amended.
- Facilitate the physical monitoring of the premises using technical aids, visitor control and time and attendance monitoring as appropriate.
- Conduct internal investigations in accordance with standard procedures, as required.
- Promote open communication to the Minimum Information Security Services (MISS) and Occupational Health team to ensure problems are addressed timeously and effectively.
- Liaise regularly with SAPS and other critical stakeholders for assistance and to provide advice.

- Advise management during the process of determining personnel suitability for appointment or continued employment in line with the Personnel Suitability Checks (PSC)

QUALIFICATIONS AND EXPERIENCE:

- Matric/ Grade 12 required (NQF Level 4)
- Diploma in Security Management (NQF Level 5) /12 months certificate as essential.
- Must be registered with PSIRA – The Private Security Industry Regulator Authority (grade A essential)
- Driver's licence required
- Fire-arm Competency
- 3-4 years' Security Management related experience

KEY ATTRIBUTES AND COMPETENCIES:

- Computer Literacy (MS Word, Excel, Emails and Internet)
- Knowledge of Physical Security systems, practices and processes
- Understanding of the Minimum Information Security Standards [MISS] and Minimum Physical Security Standards [MPSS]

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.

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

