



## **SECURITY GUARD (6-12 MONTHS FIXED TERM CONTRACT)**

### **CEF SOC**

CEF (SOC) Ltd is involved in the search for appropriate energy solutions to meet the energy needs of South Africa, The Southern African Development Community (SADC) and the sub-Saharan African region, focussing on clean energy options as well as fossil fuels as per the mandate from the Department of Energy. It also manages the operation and development of the oil and gas assets of the South African government including strategic crude oil assets and management. CEF controls entities with commercial and developmental roles, housed in eight operating subsidiaries.

### **MAJOR RESPONSIBILITIES INCLUDE**

- Responsible to guard the entrances and exits to the office premises, office buildings, protect employees and clients/customers, respond to company alarms and provide general surveillance.
- To patrol premises on foot or in vehicles.
- Responsible for detaining and removing offenders, and to be in contact with Security office by radio, and can answer service calls and/or radio for help.
- Act as an ambassador for the organization for visitors at reception and provide professional and efficient service.
- Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
- Answer alarms and investigate disturbances.
- Warn persons of rule infractions or violations, and apprehend or evict violators from premises.
- Operate detecting devices to screen individuals and prevent passage of prohibited articles into restricted areas.
- Inspect and adjust security systems, equipment, and machinery to ensure operational use and to detect evidence of tampering.
- Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
- Monitor and adjust controls that regulate building systems, such as air conditioning, furnace.
- Entering, transcribing, recording, storing, or maintaining information in written or electronic/magnetic form.
- Circulate among visitors, patrons, and employees to preserve order and protect property
- Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
- Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
- Act as back up to the Receptionist.

## **QUALIFICATIONS AND EXPERIENCE**

- Some formal school education
- Security Certificate plus registration with PSIRA
- 2 years relevant experience in security services in commercial environment plus knowledge of security procedures.

**Closing Date: 02<sup>nd</sup> October 2018**

**Please submit a detail Curriculum Vitae (CV) to [NthabisengMa@cefgroup.co.za](mailto:NthabisengMa@cefgroup.co.za)**