



SENIOR SECURITY OFFICER (6-12 MONTHS FIXED TERM CONTRACT)

CEF GROUP

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.

Reporting to Facilities Manager, the incumbent will provide professional security support service to CEF building. Act as an ambassador for the organization for visitors at reception and provide professional and efficient service. Provide security protection to CEF CEO at all material times. The Security Officer will be responsible for coordinating and overseeing security operational plans in the department. Work to improve the operations of security department and strengthen coordination, information sharing and surveillance activities through mutual interaction.

MAJOR RESPONSIBILITIES INCLUDE:

- Perform duties in responding to all alarm and emergency calls.
- Co-ordinate emergency operations involving communication with security personnel
- Conduct the initial investigation or interviews into any security incidents that may occur during the shift.
- Prepare full, detailed and accurate reports by the end of each shift of all incidents that occurred during the shift using standard formats.
- Respond to all alarms, medical and fire emergencies, or other matters as they arise in accordance with the relevant procedures and policies.
- Provide leadership to the security shifts as required ,mentor, discipline and motivate them to work for collective responsibility and accountability
- shares security reports with the Management,
- Responsible for driving to and from designated locations
- Provide security to the CEOs at all material times
- Exercise a proactive and reactive action to the VIP and associated property
- Attend to specific administration reporting and recording requirements are complied with
- Perform any other duties that you may be required to perform by the Office of the CEO from time to time

QUALIFICATIONS AND EXPERIENCE

- Grade 12
- PSIRA
- Close Protection Certificate
- Fire Arm Certificate
- Valid Code B or EB driver's license without any restrictions or prior criminal convictions
- 2 years relevant experience in security services in commercial environment plus knowledge of security procedures
- 2-3 years' experience as a VIP Driver or VIP protection officer Must have had your license for at least 3 years
- knowledge of advanced driving

PERSONAL ATTRIBUTES (CRITICAL FOR SUCCESS)

- Administrative skills and teamwork focussed
- Willingness and readiness to work long hours and under pressure.
- A hardworking, reliable team player with a friendly and helpful nature
- The ideal person should be able to multi-task and perform well under pressure
- Must be punctual, attentive and detailed orientated
- Good driving skills and sober habits are a prerequisite
- A honest person with high levels of integrity and enthusiasm to succeed stand out

**Please submit a detail Curriculum Vitae (CV) to NthabisengMa@cefgroup.co.za
Closing date: 21 November 2018**