

GENERAL MANAGER – ULWAZI PROTECTION SERVICES

1. POSITION INFORMATION

POSITION TITLE:	General Manager
DEPARTMENT:	Ulwazi Protection Services
PROVIDING SERVICE FOR:	Ulwazi Holdings Group
POSITION LOCATION:	Head Office, Midrand
MANAGER'S TITLE:	Group Chief Executive
TYPE OF POSITION:	Full Time
HOURS OF WORK:	Flexible
	Official office hours: 07h30 – 16h30
	Ad-hoc hours, after hours as required and agreed to

2. BASIC FUNCTION

The Ulwazi Group based at Corporate Park South in Randjiespark, Midrand; requires a General Manager - UPS to ensure that Ulwazi Protection Services is running operationally smoothly and efficiently and the performance and service is delivered to the required standards.

3. INHERENT REQUIREMENTS (EDUCATION, KNOWLEDGE & EXPERIENCE)

- National Diploma/degree
- NQF7 security studies;
- 7-10 yrs security management experience of which 5 yrs must be management;
- Computer Literacy: MS Office;
- Driver's License;
- PSIRA Registration – Security Training Grade A;
- Fire Arm License/Competency would be advantage;
- Knowledge and understanding of security industry.

4. KEY COMPETENCIES (SKILLS & ABILITIES)

- Analytical thinking and research skills;
- Effective communication skills;
- Builds relationships;
- Customer Focus;
- Team Player;
- Assertive;
- Able to work under pressure;
- Flexible;
- Deadline driven;

- Integrity;
- Commitment.

5. MAIN JOB TASKS & RESPONSIBILITIES

- Rendering support and advice to CEO on security matters;
- Manage security function Nationally of business i.e. personnel, document, physical equipment, communication, computer and surveillance/electronic, branch offices, vehicles, etc.
- Develop and implement internal security and contingency plan based on official security strategy and fraud prevention plan;
- Perform strategic planning to strengthen the security systems;
- Ensure compliance in cases of cooperation and operational requirements;
- Develop and implement risk analysis at all sites;
- Ensure business unit delivers services in an effective, efficient and economic manner;
- Manage, develop and motivate security team;
- Weekly/monthly/quarterly reports to the CEO;
- Advice management on best practices with regards to all security matters;
- Assist tender office as and when required with regards to security specifications, quotations, tenders, etc.;
- Management of all events and advise on security matters, as and when required.
- Management of Security Managers
- Investigations
- Client Relationship Management
- Meet with client to evaluate current level of service and identify areas for improvement
- Regular Site visits
- Attend on site security meetings with officers

6. DECLARATION

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

I certify that I have read this job description, it has been explained to me and I understand my duties and responsibilities as stated herein.

Employee Signature: _____ Date: _____

Employer Signature: _____ Date: _____

