

AREA MANAGER - UPS

1. POSITION INFORMATION

POSITION TITLE:	Area Manager - UPS
DEPARTMENT:	Security
PROVIDING SERVICE FOR:	Ulwazi Protection Services
POSITION LOCATION:	Midrand
MANAGER'S TITLE:	Operations Manager-UPS
TYPE OF POSITION:	Permanent
HOURS OF WORK:	Official Office hours 07h30 – 16h30 Based on operational requirements week-end and night shift work will be required

2. BASIC FUNCTION

The Ulwazi Group based at Corporate Park South in Randjiespark, Midrand; requires an Area Manager to ensure that the services of Ulwazi Protection Services are being carried out effectively and efficiently. Also ensuring that the performance and service is delivered in accordance with the required standards in the area that they are responsible for.

3. INHERENT REQUIREMENTS (EDUCATION, KNOWLEDGE & EXPERIENCE)

- Gr. 12
- National Certificate in Security Management
- PSIRA registered – GRADE A
- 3-4yrs experience in a security environment
- Management Experience preferred

4. KEY COMPETENCIES (SKILLS & ABILITIES)

- Excellent communication skills
- Motivational skills
- Insight
- Integrity
- Ability to work under severe pressure & stress
- Commitment
- Management skills
- The ability to communicate at all levels.
- Public relations
- Relationship building skills

5. MAIN JOB TASKS & RESPONSIBILITIES

- Assisting with formulating and monitoring security department objectives, company protection policies, procedures, rules and regulations.
- Structuring the security department in the area managed in conjunction with Operations Manager
- Orientation & training of security staff if needed
- Organizing and controlling security officers, including any contract staff that may have been employed
- Ensuring the proper supervision and patrolling of all company property
- Implementing access control procedures
- Providing and maintaining security and fire defense hardware, systems, protective clothing, uniform and equipment
- Carrying out regular vulnerability surveys of defined company assets
- Identifying vital documentation, records, and high hazard areas
- Implementing appropriate security measures
- Developing and maintaining company loss-control standards
- Conducting internal security training programmes
- Preparing and submitting departmental requests/budgets covering security staffing, equipment, vehicles and other necessary expenses.
- Fostering close liaisons with police, fire, civil defense, security associations and commercial security companies in the security industry.
- Formulating and maintaining plans and measures to cater for emergencies– including industrial unrest, terrorism, bombings, sabotage, fire, armed robbery, structure collapse and etc.
- Investigating incidents that negatively affect assets, including theft, fraud, subversion and other reportable offences on company property and collating (gather) criminal intelligence received informally
- Liaise with HR re all disciplinary matters as well as WCA, abscondments, resignations, etc.
- Report on manpower specifications and requirements

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:

Employee signature: _____ Employer signature: _____