



Job Profile

Security Officer

Job Details

Job Title	Security Officer
Historic Job Title	Security Officer
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Corporate Services (Security)
Position Being Evaluated	Security Officer
Direct Line Manager	Supervisor (Security)
2nd Line Manager	Security Manager
Direct Subordinates	None

Position Description

Overall Purpose of the Job

The role is responsible for the safeguarding of Montego's assets by guarding the property and ultimately ensuring crime prevention.

Qualifications *(Formal Qualification Required)*

Minimum

- Grade 12 (NQF Level 4)
- *PSIRA (Private Security Industry and Regulation Authority)* Grade C Certification

Ideal

- None

Legal *(e.g. Driver's License, etc.)*

Minimum

- Driver's License – Code B

Ideal

- None



Training *(On the job training should the current incumbent leave)*

Minimum

- Security courses
- First Aid course
- Basic Firefighting course

Experience *(Minimum Experience Required and number of years)*

Minimum

Minimum time spent in job

- Security Guarding

3 Years

KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent.

They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

KPA / Main Outputs and Responsibilities for this Position	Prepared Description	Weighting / Time Spent
Security Enforcement	• Guard and secure Montego premises and property • Conduct apprehension of criminals and evict violators • Restrain trespassers • Guard Montego employees off-site where necessary	N/A
Access Control, Surveillance and Operations	• Checks operational functionality of the <i>Security System</i> to ensure all <i>Security Controls</i> are operating effectively and efficiently • Investigate problems and inform the Supervisor (Security) • Conduct checks on physical security integrity and security of premises and assess risks of intrusions and incidents • Provide physical and remote <i>Escort Services</i> for all activities in high-risk areas • Respond to and investigate all <i>Alarm Incidents</i> and capture them in the online <i>Incident Management System</i> • Perform <i>Security Control Room</i> activities including <i>CCTV Surveillance</i>, <i>Alarm Monitoring</i> and <i>Vehicle Tracking</i>. • Investigate and take the appropriate lawful action as authorised by <i>Montego Policy on Accidents, Incidents, Trespassing, Suspicious Activities, Safety, and Fire Incidents</i> • Monitor the movement of vehicles, goods, and products within the plant through the utilisation of the <i>Access Control System</i> • Provide efficient and effective customer service in the area of responsibility • Conduct <i>Footage Analysis</i> on recorded video footage • Conduct surveillance using a <i>Security Monitoring System</i> • Conduct <i>Real-Time Surveillance</i> on Montego-wide activities • Document <i>Permit Applications</i> in accordance with relevant <i>Processes</i> and <i>Procedures</i> • Complete <i>Witness Statements</i> for any violations and security concerns, providing video clips for evidence purposes and actioning security data requests from other departments • Restrict access to various sections of Montego through the utilisation of the various <i>Access Control Systems</i> • Operate detecting devices or conduct a physical inspection in a private room to screen individuals and prevent the passage of prohibited articles into and out of restricted areas • Receive and deliver packages from external sources to the relevant role player • Maintain accurate daily documented activities, <i>Dispatch Entries</i>, <i>Incident Reports</i> and <i>Shift Handing Reports</i>	N/A



KPA / Main Outputs and Responsibilities for this Position

The statements below are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all the responsibilities and activities required of the position.

	Complete other duties as assigned by the Supervisor (Security) in charge	
Security Support	- Receive and analyse a request to determine the nature and extent of the support to be provided; or - The need for the provision of support is identified during the execution of outputs - Determine the type of support to be provided: - Access Control - Surveillance - First-Aid - Occupational Health and Safety - Queries - VIP Arrangements - Provide the necessary support; or - Escalate the request to the relevant role players for support - Ensure that escalated support is completed within the allocated time frame - Provide feedback to the relevant role players - Provide Support in accordance with <i>Policies, Procedures and Legal Requirements</i> - Provide support within the allocated time frame	N/A

Competencies (*Skills and Behaviour Attributes*)

Please note: The norm in the industry is to not have more than 7 Skills and Behavioural Attributes per job profile.

Skills

- Security Guarding
- Communication
- Conflict Management

Behavioural Attributes

- Assertiveness
- Confidentiality
- Detail Focused
- Multi-tasking
- Patience

Knowledge

- Security Policies and Procedures*
- Access Control*
- Security Legislation and Regulations*
- Business Environment



Special Requirements

- Incumbent is required to work in Shifts, which include working over weekends, public holidays, night shifts and overtime
- The Employee can be required to perform additional tasks over and above the primary tasks for which he/she is employed.
- Duties will be based on your specific skills and capability level and in accordance with operational requirements.
- Operational requirements may require you to carry out work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants

Participant Name	Participant Designation
Sheldon Edwards; Moses Smith; Sifiso Vimba	Security Officer
Duncan Ferndale	Security Operations Supervisor
Jacques Ferreira	Security Manager

Completed By

Name	Title
Henry Galloway	Human Resources Manager