



Job Profile

Security Manager

Job Details

Job Title	Security Manager
Historic Job Title	n/a
Date Reviewed	2025-06-30
Location	Graaff-Reinet

Position in Organisation

Structural Unit	Corporate Services (Security)
Position Being Evaluated	Security Manager
Direct Line Manager	Corporate Services Director
2nd Line Manager	Managing Director
Direct Subordinates	Security Operations Supervisor Supervisor (Security)

Position Description

Overall Purpose of the Job

The Security Manager is responsible for managing security and control measures across Montego Pet Nutrition utilising both internal resources and third-Party Security Providers. To maintain a secure working environment by proactively identifying and addressing potential risks to protect the company from any threats or losses.

Qualifications *(Formal Qualification Required)*

Minimum

- National Senior Certificate or equivalent (NQF level 4)
- PSIRA Grade A certification and registration
- Firearm Competency

Ideal

- National Diploma in Security Management (NQF level 6)

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

Minimum

- Valid Driver's License – Code B

Ideal

- None



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

Minimum	Minimum time spent in job
Experience in in-house <i>Private Security Management</i> including preventative Security and Risk Management, Stakeholder Management, Crises Management and Contingency Plans, Training, Data Analysis and Control Room Operations.	5 years
Management experience	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 Management	- Analyse the <i>Business Plan</i> to determine the applicable deliverables and targets - Conduct <i>Security Audits</i> to evaluate the Company's Practices, perform <i>Risk Assessments</i> to pinpoint potential vulnerabilities, and implement corrective and preventive measures to effectively mitigate risks - Ensure that Montego Pet Nutrition conforms to the required <i>Security Certification Requirements</i> - Conduct <i>Inspections</i> and <i>Investigations</i> into Security Incidents - Ensure <i>Security Breaches</i> and <i>Vulnerabilities</i> in the <i>Security Protection System</i> are identified, rectified and prevented - Manage and coordinate <i>Security Controls</i> to safeguard Montego's assets and property, as well as the physical safety of employees and visitors - Stay abreast of <i>Security Trends, Developments, and Technologies</i>. Provide recommendations to the Corporate Services Director for enhancing <i>Security Policies and Procedures</i> - Develop, maintain, communicate and implement relevant <i>Security Policies, Procedures, Protocols</i> and <i>Control Systems</i> - Identify <i>Security-related Training Needs</i> and facilitate /coordinate such training in collaboration with internal resources and/or external training providers to enhance employees' understanding of security matters - Monitor compliance to <i>Policies, Procedures</i> and <i>Controls</i> and address any non-compliance - Maintain an effective <i>Security Database</i>, identify and report on trends	50%
Crises Management and Contingency Plans	- Provide input into <i>Crisis Management Protocols</i> and assist in implementing <i>Contingency Plans</i> - Manage <i>Strike-Related Security Operations</i> and provide regular reports to management - Develop and implement <i>Emergency Response Plans</i> for various scenarios such as fire, natural disasters, or security breaches - Execute the <i>Recovery Plan</i> during emergencies and deploy the required resources	15%
Stakeholder Management	- Monitor and manage external security contractors and stakeholders at the various Montego sites ensuring adherence to <i>Service Level Agreements (SLA's)</i> and <i>Security Protocols</i> - Maintain positive relationships with external stakeholders such as local Law Enforcement Agencies	10%
Reporting	Prepare and submit timely and accurate reports	5%



KPA / Main Outputs and Responsibilities for this Position

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People Management	• Manage the attendance and performance of direct reports and monitor adherence to expected standards • Offer guidance and support with the execution of their daily activities and, if required, take appropriate disciplinary action. • Provide direct reports with opportunities for growth and development through on-the-job training and feedback to perform optimally in their roles. • Participate in the selection and appointment of new team members. • Conduct regular meetings and promote open and ongoing communication with the team. • Approve the leave of direct reports and manage overtime where applicable. • Live and demonstrate the Company Culture by regularly communicating and applying the six (6) themes in the workplace.	20%
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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
• Communication, both written and verbal
• Analytical
• Management
• Proficient in <i>MS Office</i> , Workflow tools, Databases, Data Analytic tools
• Time Management
• Problem-solving
• Conflict Management
• Planning
• Interpersonal

Behavioural Attributes
• Vigilant
• Attention to detail
• Team player
• Ability to work under pressure
• Integrity
• Proactive
• Decisive
• Assertive



Knowledge

- *Security Management Practices and Trends*
- *Relevant Legislation and Policies*
- *Emergency Management Strategies*
- *Security Technology and Systems*
- *Risk Management*

Special Requirements

- 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 conduct work that is to be done without delay and outside of your normal working hours.

Participants

Input Participants

Participant Name	Participant Designation
Morné van Jaarsveld	Corporate Services Director
Jacques Ferreira	Security Manager

Completed By

Name	Title
Henry Galloway	Human Resources Manager