CALL FOR APPLICATIONS:
O.R. TAMBO SEZ/GIDZ SECURITY SPECIALIST FOR GAUTENG GROWTH AND DEVELOPMENT AGENCY (GGDA)

PERMANENT WITH THREE MONTHS' PROBATION, PATERSON GRADE LEVEL, SALARY R300 000.00 TOTAL COST OF EMPLOYMENT PER ANNUM

The Gauteng Growth and Development Agency (GGDA) is the implementation arm of the Department of Economic Development. The GGDA has the mandate to lead, facilitate and manage sustainable job creation and inclusive economic growth and development in the Gauteng City Region through:

- Enabling economic development that is focused on creating sustainable jobs by facilitating delivery of key national and provincial programmes of action.
- Strategically positioning the province into a globally competitive city region.
- Facilitating partnerships and creating linkages across the province to maximize service delivery outcomes.
- Supporting the development of Key Sectors of the economy in line with the economic development and industrial strategies of the province by carrying out:

    - Business enablement
    - Establishment of capital projects
    - Land development
    - Trade and investment promotion

The primary purpose for this position is to receive coordinate and oversee all security control room operations, including the analysis and monitoring of outsourced functions, this includes observing network activities and alerting security teams to any suspicious activities.

The successful incumbent will be reporting to: Security Supervisor and will be expected to execute the following tasks:

CCTV Monitoring

- Operate and monitor all surveillance systems within the Security Control Room(s) in an efficient manner and in compliance with standard operating procedures, Legislation and best practice.
- Adhere to established protocols, company policies, and standard operating procedures to maintain high levels of security, confidentiality, and compliance.
- Monitor CCTV live feed and report any unusual activity to the Supervisor, the contracted security company, and Security Management.
- Ensure deep understanding of differing levels of escalation within Law Enforcement Agencies in the event of a security breach (i.e., SAPS, Fire Department, Water and Sanitation Department, Emergency Medical Services).
- Maintaining records of daily operations, including maintenance schedules and equipment performance
- Responding to system alarms by initiating emergency response procedures

- Documenting events in a logbook or computerized system to track equipment status and record system performance.
- Respond to emergencies by operating equipment such as alarm systems, etc.
- Management the procurement team, including hiring new staff, training, and making sure team performs job efficiently and disciplinary actions

Record Keeping

- Make entries in the Occurrence Book
- Record all anomalies and unusual occurrences
- Record all incidents
- Report all faults experienced during shift's activity.
- Maintain appropriate records as required.

Security Operations & Support

- Must be able to interpret data and notice any changes that may indicate a problem.
- Maintain the safety, security, and control of the precinct.
- Receive notifications of security incidents and issues from all personnel
- Relay notifications of incidents, issues etc. to the appropriate leadership positions (Control room Supervisor)
- Interface with precinct officers to coordinate incident responses.
- Dispatch security officers to investigate alarms and respond to incidents, escalate as procedure states and to the best of own judgement.
- Monitor the performance of security systems and report deficiencies to the Security Supervisor.
- Track the location and activities of all guards assigned to their shift.
- Remain alert and always prepared, not only protecting the premises against attack, but also watching for accidents that could result in a loss.

Security Systems Optimisation

- Making sure that all equipment is working properly and report system breakdowns.
- Monitoring system alarms to ensure that the system is functioning properly.
- Preliminary troubleshooting, rebooting, of security systems where necessary.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS

- Matric/Grade12
- Grade "C" Psira registered.
- Computers Literacy (Word, Excel, Outlook)
- Knowledge and understanding of the "OSI" model/IP Security Systems
- Experience of Control Room operations

Applications should be submitted online: https://bit.ly/GGDAGroupRecruitment

Applications must be accompanied by a curriculum vitae, certified copies of qualifications and certified copies of identity documentation.

Preference will be given to people with disabilities, women and previously disadvantaged individuals to promote Employment Equity within the group

Only shortlisted candidates will be contacted. If you have not heard from us within three months of the closing date, please regard your application as having been unsuccessful.

Only queries can be forward to – **recruitment@ggda.co.za**

The closing date for applications is **06 November 2026.**

"The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as pe POPIA"