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

PERMANENT WITH THREE MONTHS' PROBATION, PATERSON GRADE LEVEL, SALARY R450 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 conducting:
    - Business enablement
    - Establishment of capital projects
    - Land development
    - Trade and investment promotion

The primary purpose for this position is to provide and support a full Security Control Room Operation in a 24-hour response environment – utilizing and supervising all systems within the control room, ensuring that all requests for assistance are attended too and that all electronic systems are operating to their optimum. To ensure the effective management of IT Security Officers and supporting security operations on site. The successful incumbent will be reporting to: Security Manager and will be expected to execute the following tasks:

Control Room Supervision

- Plan work procedures.
- Document operational activities.
- Supervise the delivery of an effective Alarm and CCTV control room 24/7.
- Ensure all shifts are covered and effective manpower utilisation.
- Developing systems and procedures to streamline performance of subordinates and systems.
- Mitigate risks to the company.
- Ensure the efficient and correct system / equipment use of systems by subordinates.
- Proper planning and implementation of new systems and procedures
- Provide reports and recommend process improvements where needed.
- Provide prompt feedback on complaints with utmost detail.
- Provide detailed reports on incidents.
- Manage and executing discipline of subordinates promptly.
- Develop training curriculum for new employees and routine training for all subordinates where necessary.

- Maintain personal integrity and confidentiality of all information obtained.
- Order materials, supplies, or equipment and replacement parts.
- Report all faults experienced during the day's activity.
- Train Control Room Officers and perform other related duties as assigned.
- Supervise Control Room Officers
- Assess risks at collection/drop off points and report such to management.
- Remain alert and always prepared, not only protecting the personnel or premises against attack, but also watching for accidents that could result in a loss.
- Assist with scheduled maintenance, cleaning, and minor adjustments to electronic devices, including but not limited to access control, video surveillance, and intrusion detection devices.
- Ensure security equipment is updated and operational, meeting required local and manufacturers requirements.
- Issue and track work orders and collaborate closely with vendors to ensure timely resolution of service issues.
- Respond to phone, email, voice mail, verbal, and written work orders.
- Oversee issuing, assigning access rights for access control cards or key fobs and decommissioning of access control cards.
- Develop SOPs, emergency protocols, control room processes and manual and related documents.
- Maintain appropriate records of all documents pertaining to the control room.
- Notify emergency services when external response is required and coordinate with security management to ensure services have immediate access to the Precinct.

Finance Administration

Basic Financial Management

- Understanding and knowledge of the PFMA

Stakeholder Relationship

- Ensure standards of security and customer service are always provided to the customers.
- Consult clients to assess risks and to determine security requirements.
- Confer with customers/clients and/or system users to address all.

Good Corporate Governance & compliance

- Must be able to clearly convey information to other team members.
- Must be able to interpret data and notice any changes that may indicate a problem. For example, if a system is set to alert the operator if a certain parameter is exceeded, the operator must be able to notice if the parameter is exceeded and respond accordingly.
- Maintain the safety, security, and control of the precinct.
- Report all faults experienced during the day's activity.
- Maintain appropriate records of all documents pertaining to the control room management.
- Receive notifications of security incidents and issues from all personnel.
- Interface with Precinct security officers to coordinate incident responses.
- Dispatch security officers to investigate system alarms and respond to incidents, escalate as procedure states and to the best of own judgement.
- Monitor the performance of the security system and report deficiencies to Security Manager.

- Track the location and activities of all guards assigned to their shift.

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, and security systems were necessary.

MINIMUM QUALIFICATION AND COMPETENCY REQUIREMENTS

- Grade 12 and higher related qualification
- Grade "A" Psira registered.
- Computers Literacy (Word, Excel, Outlook)
- Knowledge and understanding of the “OSI” model (Security Systems Networks)

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.”