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Johannesburg Social Housing Company

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EXTERNAL ADVERT

26 April 2022

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA). **We invite suitably qualified and experienced persons to apply for the following vacant position.**

Position : **Security Supervisor x 2**
Employment Status : **Permanent**
Department : **Corporate Services**

Purpose of the Job: Reporting to the Security Manager, the incumbent will be responsible to oversee the activities of the security shift which provides safety and protects all visitors, employees, and company assets. Supervise programs and processes to reduce and control loss time injuries, thefts, and any other security breaches. Review staffing levels to maintain full coverage of posts. Delegate authority and assign responsibilities. Investigate incidences and / or complaints and compile a report.

Responsibilities (but not limited to the following):

Protection of assets

- Ensure the protection of company assets, employees, tenants as well as visitors
- Conduct investigations of incidences and reporting
- Ensure that the OB is completed to the set standard
- Assume the role of a health and safety representative

Management of staff

- Daily management of staff including the contract security service providers
- Ensure staff discipline is in place
- Assist the Security Manager in the administration of rostering, allocation, and the management of leave
- Ensure staff attend all compulsory trainings
- Provide on the job training to all subordinates
- Ensure that company policies are adhered to
- Performance management

Personal attributes

- Highest level of integrity and professionalism
- Ability to work shifts and long hours
- Problem solving
- Builds relations with law enforcement agencies, staff, tenants, and management
- Team player as well as the ability to operate independently

Minimum job Requirements, interested applicants must be in possession of:

- Grade 12 or equivalent qualification at NQF level 4 with a minimum of 120 credits
- 5 years' experience in a similar role
- A Qualification in Security Management
- Registration with Private Security Industry Regulatory Authority (Grade B Minimum)
- Must have a driver's license
- Computer literacy
- Report writing

Application Procedure:

Interested applicants are invited to apply by submitting their CV's together with certified copies of qualifications and ID to: recruitment@joshco.co.za quoting the position applying for. **Cv's and Copies of Qualifications should either be in Word or PDF Format, other formats will not be considered** Failure to submit the required documents will result in your application not being considered. JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company's Employment Equity Plan to promote its representivity (race, gender and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.



Closing date: 6 May 2022