The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and fosters innovation in support of the agricultural sector. It provides diagnostic, laboratory, analytical, agricultural engineering services, post-harvest technology development, agrochemical evaluation, consultation and advisory services, food processing technology services as well as various surveys and training interventions. Through its wider network of research institutes and experimental farms, the ARC provides a strong scientific base and a broadly distributed technology transfer capacity to the entire agricultural industry in South Africa.

The ARC-Central Office (ARC-CO) seeks to appoint a highly skilled, experienced and dynamic person to the following position at Hatfield, Pretoria:

MANAGER SECURITY SERVICES

Key Performance Areas:

- Manage all aspects of physical security of buildings, infrastructure, installations and grounds (farms);
- Manage physical protection of ARC assets against loss or damage;
- Manage all Security Guarding Services (Contractors) onsite;
- Coordinate and lead the development, adoption, implementation and enforcement of security policies, procedures and standards;
- Monitor and ensure compliance with security policies and procedures;
- Oversee the dissemination of policies, standards and procedures to ARC employees and contractors alike;
- Manage and provide effective leadership to the security team;
- Planning and deployment of Security Services;
- Be responsible for administrative and financial management of the Security Services Division;
- Direct and administrate staff, conduct performance reviews and corrective action;
- Ensure overall support, co-ordination and supervision of staff;
- Ensure staff are knowledgeable about organisational goals and objectives and provide active leadership for team’s contribution to the achievement of such objectives;
- Identify staff training needs and arrange appropriate training;
- Provide reports as appropriate, on all aspects of Security Services;
- Preparation of Divisional budget, financial and non-financial documentation;
- Preparation of submissions as required and reporting as scheduled;
- Evaluation of programs/projects and budgets to ensure effective and efficient operations;
- Manage budget, expenditure, Security Services assets and disposals in accordance with the Public Finance Management Act and National Treasury regulations;
- Facilitate and/or manage the implementation of the asset management plan;
- Liaise with other State agencies and formations on security matters and policies;
- Manage all security incidents;
- Evaluate and recommend interventions against organisational security threats.

Requirements:
- Relevant Bachelor’s degree; Recognised Security Certification; Registration with the Private Security Industry Regulatory Authority (PSIRA);
- Professional membership;
- 5-10 years’ experience within Security environment;
- Travelling and overtime is expected in this role;
- Strong leadership ability with highly developed communication, negotiation and delegation skills.

Enquiries: Dr Tebogo Sethibe, Tel: (012) 427 9727

CLOSING DATE: 24 AUGUST 2020

A competitive remuneration package will be congruent with the scope, responsibilities and the stature of the position. The appointment will be subject to a positive security clearance and preference will be given to South African citizens.

Applications accompanied by covering letter, detailed CV (including certificates, supporting documents, copy of drivers’ license and nationality. NB: Non RSA Citizens/ work permit holders must attach certified copies, as well as the names and particulars of three (3) traceable referees, must be made on line at HRCV@arc.agric.za.

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response from us within 4 weeks of the closing date must regard their applications as unsuccessful.

The Agricultural Research Council is an equal opportunity employer but is committed to the principles and processes of Employment Equity. The company has the right not to appoint.