

Petra Diamonds Limited is one of the world's leading suppliers of rough diamonds and one of the largest independent diamond groups by resource. It's a polished diamond we're after for this role - an individual that clearly outshines his/her peers:



PetraDiamonds

| PETRA DIAMONDS SA (PTY) LTD



Security Central Control Centre Officer – Internal and External

Petra Diamonds is a leading independent diamond mining group and an increasingly important supplier of rough diamonds to the international market.

The position will be based in (Gauteng / Sky Park / Kempton Park).

Reference Nr: PDSA321

Job Grade: C2

Role Purpose: Reporting to The Security Central Control Centre Supervisor, the role is responsible to provide a central security function by monitoring and ensuring adherence to security policies, procedures and standards, and to conduct independent surveillance of high-risk areas within the Company.

Responsibilities:

- Responsible to apply all applicable standard operating procedures, instructions, policies and procedures in high-risk areas, intervene and report deviations.
- Responsible for access control, surveillance and capturing of all activities in high risk areas.
- Proceed with continuous surveillance and reviewing of all high risk area activities.
- Respond to alarms received on systems and action.
- Ensure that all SCCC reporting is aligned with standards, guidelines and schedules.
- Update all related correspondence before shift end, including surveillance sheets, downtimes, and occurrence entries.
- Establish and maintain good working relationships and an effective / sound communication system with the Group and Operations Security Function.
- Takes cognisance of and adhere to Company policies, procedures and relevant legislation. Manage and report on non-compliance issues.
- Model behaviour that is consistent with the Company Safety, Health and Environment Vision and Values. Manage and report on non-compliance issues.
- Effective Team Player and Effective Self-Management Management.

Minimum Requirements:

- Grade 12.
- PSIRA Grade A.
- A minimum of 3 years' experience in the diamond security industry.
- Surveillance knowledge and experience.
- Knowledge of the diamond recovery process – **please indicate clearly on your application/CV.**
- Computer literate in MS Office Suite.
- Valid driver's license.

Technical Competencies:

- Demonstrate knowledge and skill in applying preventative measures and actions with regard to the prevention of company property damage and theft.
- Know and understand the different alarms and act in accordance with standard operating procedure.
- Demonstrate knowledge with regard to access control.
- Know and understand all related company policies and procedures.
- Read and interpret body language, non-verbal communication and human behaviour.
- Review CCTV cameras in high-risk areas of operations to ensure adherence to policies and procedures.
- Demonstrate knowledge and skill regarding Babylon software.

Behavioural Competencies:

- Planning and Organising; Decision Making; Earning Trust; Communication; Continuous Improvement; Safety Focus; Customer Orientation; Valuing Differences; Initiating Action; Managing Relationships

Petra Diamonds is an equal opportunity employer. Preference will be given to suitable candidates from the designated groups in line with the Company's Employment Equity Policy and Plan and internal candidates. Pre-screening, profile testing, on mine assessments, medical and security clearance form part of the recruitment and selection process. Short listed candidates will be required to attend a panel interview. Employment of the successful candidate is subject to the aforementioned criteria. Preference will be given to candidates who live within the host labour sending area.

If you are already employed by Petra Diamonds, please submit an authorised Internal Application Form, your résumé, qualifications and ID when applying.

Please complete an application form (available on <http://www.petradiamonds.com/careers/current-vacancies>) and forward, together with your résumé, SAPS certified qualifications and ID, to e1-recruitment@petradiamonds.com by 09 June 2023. Please note, applications must be sent to the correct e-mail as indicated. Incomplete application forms and documentation will not be considered.

Correspondence will be limited to short-listed candidates only. Petra Diamonds reserves the right not to fill this position.

If you have not heard from us within 30 days of the closing date, please regard your application as unsuccessful.

Please note that Petra Diamonds does not at any time require any form of payment for recruitment purposes. If you are approached in this regard, you should report the incident immediately to your local SAPS or via one of the following hotlines:

Toll Free: 0800 007 247; Phone Call: +27 31 571 5573; Fax: +27 31 560 7395; Email: tothehotline@tip-offs.com; Post: KZ 138, Umhlanga Rocks, 4320; Website: www.tip-offs.com

<http://www.petradiamonds.com/careers/current-vacancies>