

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

| CULLINAN DIAMOND MINE (PTY) LTD



Senior Security Officer: Risk – Internal and External

Cullinan Diamond Mine is situated in the town of Cullinan 30km east from Pretoria.

Reference No: CUL514

ROLE DESCRIPTION: Reporting to the Manager: Security, the role will provide a comprehensive security service related to Product Security to the operation and ensure application of and adherence to all organisational security policies and procedures. Responsible for product security through risk and vulnerability assessments and implementing mitigation action plans to reduce risk and improved recoveries.

TASKS AND RESPONSIBILITIES:

- Safeguard company employees, assets and product.
- Implement plans aimed at prevention of loss of product and other criminal acts.
- Monitor and respond to high risk diamond processes and vulnerable areas.
- Investigate all security risk related incidents.
- Provide accurate reporting of all security incidents and security risks.
- Responsible for effective seal management in high risk areas (seal inspection schedule).
- Ensure all security systems are operational and maintained.
- Monitoring of process and burglar alarms to ensure ensuring protection and trend analysis with regard to process alarms.
- Control of diamond export equipment within the export garage area.
- Maintenance and inspections of helipad and landing strip (windsock, bunkers).
- Responsible to conduct monthly diamond security checklists.
- Participate in plant and security meetings.
- Ensure that all security risk reporting is aligned with standards, guidelines and schedules.
- Establish and maintain good working relationships and an effective / sound communication system within the operation.
- 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.
- Supervises subordinates in the designated area by:
 - prioritising tasks according to requirements and briefing/instructing subordinates on specifications and time parameters when necessary;
 - over-inspecting equipment, work areas and tasks performed to ensure that standards are met;
 - identifying the training requirements of subordinates and making recommendations accordingly or performing on-the-job training as required;
 - controlling labour/relief requirements and leave rosters as/when necessary;
 - advising/guiding/coaching/disciplining subordinates appropriately;
 - ensuring compliance with Company policies and procedures, set standards and statutory requirement;
 - ensuring cooperation, improve morale and satisfaction within team;
 - inspiring loyalty and trust;
 - providing effective feedback to subordinates.
 - Manage time and attendance of subordinates, compile and monitor duty roster.
- Effective Team Player:
 - Maintain and manage healthy relationships within own team and across teams.
 - Responsible to provide support to team within area of responsibility.
 - Responsible to share knowledge and skills with co-workers.
 - Responsible to use communication and feedback channels effectively.
- Effective Self Management: Responsible for managing own work performance and completing tasks as per set timelines and standards.

MINIMUM REQUIREMENTS:

- National Diploma Security Risk Management or equivalent NQF level 6 qualification.
- PSIRA Grade A
- Supervisory Development Programme (SDP) or equivalent qualification.
- Fire Arm competency for business purposes.
- A minimum of 3 years' experience in a security risk environment.

- Working knowledge of Security Risk Management principles and practices.
- Computer Literacy and Microsoft Office Suite. (Intermediate)
- Valid Drivers' Licence

ADVANTAGE:

- Leadership Development Programme (LDP) or equivalent qualification.

OTHER SKILLS / COMPETENCIES:

- Identify areas in the Mine and Plant environment with potentially high security risks.
- Ensure effective access control to the product.
- Identify hazards and assess risks.
- Demonstrate knowledge and skill in crime management principles and practices.
- Demonstrate knowledge and skill in analysing the impact of identified risks at operational level.
- Prioritise, document and manage all diamond control related risks.
- Implement and enhance risk management models and techniques.

PLEASE NOTE: Petra Diamonds is currently aligning its organisational structure to the operational model therefore all job titles and job profiles are under review. This may influence the grading of the position.

Cullinan Diamond Mine 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, 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 reside within our host labour sending areas (proof of residence may be requested).

If you are already employed by Petra Diamonds – please submit an authorised internal application form, your CV, SAPS Certified ID and supporting documents/qualifications to the e-mail below.

External candidates, 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 e2-recruitment@petradiamonds.com by 24 May 2021. 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 require any form of payment for recruitment purposes. If you are approached in this regard, you should report the incident immediately via one of the following hotlines:

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

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