

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and foster 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- Onderstepoort Veterinary Research (ARC-OVR) seeks to appoint a highly skilled, experienced, and dynamic person to the following position at Onderstepoort, Pretoria.

CONTROL ROOM OFFICERS X4

Key Performance Areas:

Monitoring of Security Surveillance Systems and Equipment

- Ensure the deployment and daily functioning of security systems (cameras, electric fencing, gates, lighting, access points, computer systems, etc.) to detect and counter any act of intrusion.
- Operate, monitor and prioritise the use of CCTV cameras within ARC jurisdiction in a proactive/reactive manner, to maintain a safe environment for staff members, assets of ARC, visitors and tenants.
- To be focused and observant so that whenever they witness something unusual, suspicious or questionable they are able to make detailed note of it.
- To operate and respond to all aspects of Control Room Operation including emergency response i.e. Fire and emergency alarm system.
- Monitor the fire and intruder alarm systems and pass on via radio or telephone any information necessary to the response officer.
- Operates various forms of communication equipment including telephone, computer, intercom system and two-way radio communication systems to achieve and maintain contact with staff.
- Process digital viewing requests from the Security manager including internal investigations and issue evidence packs to the police and other authorized agents for evidential purposes.
- Conduct quarterly surveillance systems audits and maintenance records.



- Daily Firearms Control including ammunition in accordance with ARC regulations and Firearms Control Act (report must be generated daily).

Shift Coordination

- Ensure proper hand-over procedures from one Shift to the next. (Keep proper records).
- Regular Shift Team appraisals to assess work standards (e.g. uniform), and ethos, wellness issues and team cohesiveness (observe Service Provider Contract with ARC).

Handling and response to all Security and Safety, Health, Environmental incidents

- Maintain a Security Incidents Reporting Register, where all Security incidents are reported, recorded, actioned, evaluated and preventive measures adopted.
- Ensure prompt response to emergencies in line with the ARC emergency and response plans.

Requirements:

- Senior Certificate/Matric.
- Minimum of 5 years' experience in security control room operations and shift management
- Control Room Operator Training Certificate.
- Firearm competency.
- National Key Point Training Certificate – an added advantage and should be willing to complete it within six months after appointment.
- Professional membership: PSIRA Grade B.
- Knowledge of Physical Security Shift Operations.
- Communications and report writing skills.
- National Key Point Act 102 of 1980 and regulations.
- Knowledge of Labour Relations Act 66 of 1995.
- Criminal Procedure Act 51 of 1997 and Strategic Intelligence Act.
- Knowledge of South African Constitution.
- Knowledge of Minimum Information Security Standards (MISS).
- Basic investigation and interviewing skills.



- Supervision, contract and conflict management skills.
- Threat and risk assessment.
- Problem solving, interpersonal and presentation skills.
- Verbal & written communication skills.
- Planning and organising.
- Customer service, investigative, rule, decisiveness and action orientation.

Enquiries: Ms Stephanie Visagie: Tel: 012 529 9167

CLOSING DATE FOR APPLICATIONS: 20 MARCH 2024

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 designated groups in terms of the ARC Employment Equity Plan. Permanent appointments are subject to six (6) months' probation period. The Agricultural Research Council is an equal opportunity employer and is committed to the principles and processes of Employment Equity Act.

Applications accompanied by covering letter, detailed CV (Including certified copies of certificates, supporting documents, copy of driver's license) must be e-mailed to OVICV@arc.agric.za

NB: Non-RSA citizens with work permit must attach certified copies as well as the names and particulars of three (3) traceable referees.

SAQA evaluation report must accompany foreign qualifications. Incomplete applications will not be considered. Applicants who do not receive any response four (4) weeks after the closing date must regard their applications as unsuccessful. The company has the right not to appoint.

