

Security and Occupational Health and Safety Co-ordinator – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn/Satellite Sites, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Security and Occupational Health and Safety Co-ordinator** in a **Permanent Employment Contract** position with three months' probation. The successful candidate will report directly to the **Safety, Health and Environmental Quality Manager**.

POSITION : **Security and Occupational Health and Safety
Co-ordinator**

PERIOD : **Permanent Employment Contract**

LOCATION : **AIDC**

ADVERT REF NO : **2022/21- 29**

DEPARTMENT : **Safety, Health, Environmental and Quality (SHEQ)**

TCOE : **R 299 230,29 per annum**

JOB GRADE : **C1**

CURRENT JOB TITLE	Security and Occupational Health & Safety Coordinator	JOB GRADE	C1
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Safety, Health, Environmental and Quality (SHEQ)		
DATE REVIEWED	06 August 2021		
LOCATION	Rosslyn/ Any other AIDC Satellite sites		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
The Security and Occupational Health & Safety Coordinator is responsible for Occupational, Health and Safety issues including building compliance with OSH ACT on all facilities owned/managed by the company.			

Monitor of security service providers as well as access control and the overall physical security of the facilities.

POSITION IN THE ORGANISATION

**LINE MANAGER/
SUPERVISOR**

Safety, Health and Environmental Quality manager

POSITION

Security and Occupational Health & Safety Coordinator

SUBORDINATE

None

SUBORDINATE POSITIONS

Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)

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1. POSITION DESCRIPTION

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Occupational Health and Safety (OHS) Coordination</p> <ul style="list-style-type: none"> • Administer the Occupational Health and Safety system in line with the OHS Act • Conduct incident investigations to determine root cause, prepare and/or analyse incidents reports and ensure corrective measures are implemented. • Evaluate potential hazards and recommend controls. • Conduct regulatory and OHS management system audits to ensure compliance with legislation. • Co-operate with and support independent investigations for serious accidents and incidents. • Support the implementation and communicated of policies, procedures, safe systems of work, method statements and risk assessments • Maintain record of all incident reports and ensure recommendations are acted upon by all parties concerned • Conduct regular company building inspections to ensure compliance with safety and emergency regulations • Conduct regular audits of tenant buildings to ensure compliance with OHS Act 	<p>50%</p>
<p>2. Security Operations Function</p> <ul style="list-style-type: none"> • Monitor the daily operations of the security service provider. • Communicate security policies, procedures and practices, to all tenants, employees and others. • Maintain the Security Operations Manual to ensure it is up to date for use by security personnel on site. • Monitor and ensure the adequate deployment of qualified security personnel by the security service provider. • Obtain and inspect a copy of the shift parade inspection record • Inspect and analyse the daily occurrence book maintained by the security service provider • Obtain an incident report compiled by the security service provider for all security incidents. • Maintain a register/schedule to record all identified risks related to security of the facilities as well as 	<p>40%</p>

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
planned mitigation actions	
3. Reporting <ul style="list-style-type: none"> • Provide regular reports regarding the performance of the functional area in relation to the planned actions, • Report any concerns and incidents within areas of responsibility • Provide management with monthly and ad hoc report 	10%
TOTAL	100 %

JOB EVALUATION CRITERIA

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> National Diploma in Safety management
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> OSH Act Knowledge would be an advantage
EXPERIENCE	<ul style="list-style-type: none"> 1-3 years in a similar environment

4. COMPETENCIES

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Occupational Health and Safety Act	Computer	Tact
Administration Systems	Communication	Initiative
CRM	Problem solving	Time Management
Regulatory Environment	Decision making	Attention to detail
Security Management	Inter personal	Honesty
	Report writing	Ability to work under pressure
	Presentation Skills	Integrity
	Conflict Handling	Resilience

5. OTHER SPECIAL REQUIREMENTS

- Own Transport

For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website – www.aidc.co.za. Applications should be addressed to hrrecruitment@aidc.co.za.

Applications: All applications must be submitted and accompanied by curriculum vitae with contactable references, certified copies of qualifications and identity documents.

The closing date for all above positions is the **06 June 2022 12:00HRS midday**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted. “The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant’s or Employee’s Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA”.