

CCTV OPERATORS

The Durban ICC is calling for suitable candidates to apply for the position of CCTV Operator within the Security Unit of the Operations Department. A total of 4 positions need to be filled on a permanent basis. Professional individuals with a sound understanding of safety and security are required to operate the CCTV system at the Durban International Convention Centre. These individuals are required to have extensive experience in the field of CCTV operations.

The primary purpose of the CCTV Operator is to monitor safety and security activities at the Durban ICC. The position requires long hours of scrutinising footage as well as administration. Operators must be able to identify possible threats in terms of health and safety as well as security. The successful applicants will also be required to undergo regular on the job training to increase their effectiveness and productivity to minimise total risk.

QUALIFICATIONS, EXPERIENCE & COMPETENCIES

Minimum Qualifications

- Matric – NQF4

Experience and knowledge required

- Minimum of 3 years in a CCTV Control Room operation.
- Good understanding of all kinds of security related issues, preferably within the hospitality industry.
- Good understanding of health and safety regulations, specifically those related to event build-up and breakdown.
- Able to identify suspicious behaviour and or body language of individuals.
- Good report writing skills to document evidential records and witness statements for liaison purposes.
- Good knowledge of office administration.

Attributes

- Able to work under pressure for long periods of time.
- Excellent communication skills, both written and verbal.
- Able to remain calm under pressure.
- Able to work alone for long periods of time
- Able to maintain concentration for long periods of time
- Excellent attention to detail in order to deliver high quality work.

KEY PERFORMANCE / MAIN ACTIVITIES OF THIS ROLE

- Ensure that all CCTV cameras are in working order and not tampered with prior to the commencement of the shift and communicate the status of the cameras to the Risk Manager on a daily basis.
- Familiarise themselves with all events scheduled for the Durban ICC as well as the DEC on a daily basis.
- Familiarise themselves with basic Health and Safety regulations in terms of events and contract work.
- Monitor activities of all personnel during build-up, live events and breakdown to ensure that H&S regulations are adhered to.
- Communicate any non-compliant activity to the Risk Manager.
- Compile comprehensive reports on all non-compliant activities and action taken.
- Operate and monitor all systems within the CCTV Control Centre and to ensure that all work is done in accordance with the Standard Operating Procedures.
- To maintain the CCTV Control Room according to the outlined security regulations and to ensure that all equipment is properly maintained at all times.
- To obtain and keep in an orderly fashion, all evidential records and witness statements.
- To compile incident reports of all incidents in a clear and legible manner.
- Identify any suspicious behaviour, body language and specific stress behavioural patterns of individuals.
- Identify and observe specific stages of a potential incident.
- Monitor and focus on high risk areas during events for any suspicious behavioural patterns.

APPLICATIONS

Applications must be sent to;

Email: recruitment@icc.co.za

Post: Durban ICC, PO Box 155, Durban 4000

Hand Delivered: 45 Bram Fischer Rd, Durban 4001

Preference will be given to individuals who meet the requirements and are classified as physically disabled / impaired in physical functioning. (i.e. having a physical condition that limits their movements)

Closing date for the CV submissions is **Friday 4 July 2014**

Applicants who have not been contacted 30 days after the closing date should consider themselves unsuccessful. Applicants with criminal records will not be considered due to the nature of our business.



Julie-May Ellingson TRP (SA)
CHIEF EXECUTIVE OFFICER