

POSITION: **Operations Manager**
Positions: **01**
Report to: **Director of Operations**
Duty Station: **Juba**
Starting Date: **ASAP**
Opening date: **21st /05/2018**
Closing date: **20th /06/2018**



Open to South Sudanese national's only.

Business Objective:

An exciting opportunity for a Security Operations Manager has become available at JJET Security Services. The incumbent will be responsible for overseeing and managing all aspects of the Security for JJET Security Services and its Clients. This will include security at our clients in Juba and the outstations. The incumbent will be part of the management team and provide guidance on all security Guard issues and implement security Guard initiatives.

Job brief

- We are looking for a competent Operations Manager to organize and oversee all security operations of our company.
- The goal is to create and preserve an environment where employees, visitors and property are safe and well-protected.

Responsibilities

- Analyze the operations and improve on internal systems & procedures
- Develop and implement policies and procedures to maintain security standards
- Manage all security staff and determine risk factors and placement of staff at critical points and times to conduct and formulate Risk assessments of premises
- Introduce and maintain management processes to ensure that all security related equipment is maintained and kept in good working order
- Identification of weaknesses in security systems, equipment and procedures
- Accurate management of CCTV and electronic equipment
- Reporting of any shortcomings in security equipment
- Expertise in perimeter security and related electronic systems

We hire people from all walks of life with a variety of distinctive Skills and perspectives united with a common purpose:

- Emergency procedures ie Fire evacuations, Lockdown procedures, Violent intrusion and Evacuation drill exercises
- Administration of daily checks and logging and following up of reports, reporting to clients on incidents, putting controls in place to minimize incidents.
- Ensure compliance with South Sudan Police Service.
- Compiling worksheets, time tables and schedules
- Submitting monthly reports on the site security status
- Training of security staff
- Collaborate with managers in preparing budgets and monitoring expenses
- Work within the company budget to own and achieve targets and ensure that all requirements relating to safety, health, environment and quality are being fully implemented within the working environment.
- Be a self-supervised manager with productive results.

Requirements

- **Education and Training:** Must have high school diploma and relevant experience in a law enforcement field. A Bachelor's degree in criminal justice, public administration, or in a related course is often required
- **Organizational Skill:** You must be able to coordinate and direct the security operations of JJET Security Service to ensure the safety of lives and property
- **Communication Skill:** Must adept at communicating the security requirements of an organization to security personnel
- **Interpersonal Skill:** Must be able to work with a team of security officers to ensure protection of a property and clients
- Applicants must be 30 years of age or older and have a valid driver's license and must obtain a certificate of None criminal record (**Finger Print**) from South Sudan Police Service, department of CID in Juba.

Skills & Attributes:

- People skills – ability to liaise at all levels, with clients, colleagues, your team and Law Enforcement.
- Management/Leadership skills – ability to manage & motivate a team of AR Officers
- Be a results-orientated, self - driven individual
- Defusing crime related issues Ability to distinguish between criminal cases and civil cases Ability to deal with provocation of clients and suspects Good Communication skills both spoken & written Problem solver. **A Can do! Attitude Care & attention to all. Prepared to work overtime**

INTERNAL CANDIDATES ARE INCOURAGED TO APPLY

JJET Security Service is an Equal Opportunity Employer and committed in hiring a diver's people in the company.

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