|  |
| --- |
| **JOB DESCRIPTION** |
| **DATE:**  |
| COMPANY: |  | JOB TITLE: |  SURVEILLANCE OFFICER |
| DEPARTMENT: |  | CURRENT INCUMBENT: |  |
| DIRECT SUBORDINATES: |  | INDIRECT SUBORDINATES: |  |
| BRIEF DESCRIPTION: | The post of surveillance officer entails discreetly following a target and collecting and analysing information related to any monitoring activities. Duties also include preparing reports of operational activities and meticulously describing one’s own movements and use of time. |
| QUALIFICATIONS & REQUIREMENTS: | * A high school diploma or equivalent;
* Ability to give full attention to what other people are saying, and to use logic and reason to identify the strengths and weaknesses of alternative solutions.
 |
| COMPETENCIES: | * Self Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behaviour, even in very difficult situations.
* Stress Tolerance — Job requires accepting criticism and dealing calmly and effectively with high-stress situations.
* Persistence — Job requires persistence in the face of obstacles.
* Initiative — Job requires a willingness to take on responsibilities and challenges.
* Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
 |
| TASKS: | * Monitoring one or more individuals in a car or on foot;
* Utilising different methods and techniques to detect while remaining unnoticed;
* Taking photographs, audio and video recording;
* Monitoring the activities with audio and video equipment; detecting irregular activities;
* Keeping a detailed log of monitoring activities and use of time;
* Monitoring, intervening and making arrests in cases of theft;
* Representing an enterprise in court;
* Managing critical communication links between security guards, surveillance officer and law enforcement;
* Coordinating emergency response members and agencies;
* Adjusting and operating electronic equipment used to record activities.
 |
| LINES OF COMMUNICATION: | SPECIFY |
| WORKING CONDITIONS: |  Indicate whether the position is half time or full time. List any unique working conditions such as hours etc. |
|  |  |  |
|  |  |  |
| SIGNATORIES: |  |
|  | NAME: | DATE: | SIGNATURE: |
| INCUMBENT: |  |  |  |
| LINE MANAGER: |  |  |  |
| HR MANAGER: |  |  |  |