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| **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. | | | | |
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| SIGNATORIES: | | | | | |  |
|  | NAME: | | | DATE: | | SIGNATURE: |
| INCUMBENT: |  | | |  | |  |
| LINE MANAGER: |  | | |  | |  |
| HR MANAGER: |  | | |  | |  |