018 011 9111
info@quickbophasecurity.co.za
quickbopha.co.za
7 Borman St,
Wolmaranstad,
Wolmaransstad, 2630

QUICK BOPHA SECURITY (PTY) LTD

JOB DESCRIPTION: SAFETY AND COMPLIANCE OFFICER

Department: Governance, Risk & Compliance | Jurisdiction: Republic of South Africa

1. Position Overview & Identification

Job Title	Safety and Compliance Officer (Alternative / Transition Title: Governance, Risk & Compliance Officer)
Company	Quick Bopha Security (Pty) Ltd (QBS)
Industry / Jurisdiction	Private Security Industry / South Africa
Department	Governance, Risk & Compliance
Reports Directly To	Executive Manager
Functional Interfaces	Finance, Human Resources, Operations, and Site Management
Role Level	Professional / Management Compliance Function (Individual Contributor)
Line Authority	Advisory, audit, and investigative authority; no direct operational, disciplinary, or financial signing authority

2. Job Purpose

The Safety and Compliance Officer is responsible for establishing, monitoring, and maintaining QBS's statutory, regulatory, and operational compliance frameworks across head office and active security deployment sites. The primary mission of this role is to safeguard the company's operating licenses, mitigate legal and workplace risks, enforce Occupational Health and Safety (OHS) standards, and ensure continuous audit readiness across all regulatory bodies—including PSiRA, NBCPSS, and Department of Employment and Labour directives.

Following the strategic unbundling of routine financial administration, this role operates as an independent assurance and governance function, reporting directly to the Executive Manager on compliance integrity, risk registers, and corrective action implementations.

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3. Operational Boundaries & Separation of Duties

To protect governance independence and uphold the realignment of internal controls, this role is strictly segregated from transactional finance, operational dispatch, and human resources line management:

- **Finance Unbundling:** The Safety and Compliance Officer has no authority or responsibility for transactional finance tasks, including bank administration, payment releases, cash handling, invoice generation, debtor/creditor control, routine accounting, or payroll processing.
- **Oversight Access:** The role maintains full review and audit access to verify proof of statutory filings, employee benefit remittances, and tax clearances.
- **Disciplinary & Line Authority:** The role does not hold direct line-management authority over site security personnel or administrative staff, nor does it possess unilateral authority to institute formal disciplinary sanctions or dismissals. Its remit is to inspect, document facts, conduct objective investigations when authorized, and escalate material non-compliance to the Executive Manager and HR.
- **Statutory Safety Role Distinction:** Appointment to this internal position does not automatically replace or negate specific statutory health and safety appointments (e.g., Section 16.2 assignees, Health and Safety Representatives, or Incident Investigators under the OHS Act), which must be formally conferred based on verified statutory training and operational designation.

4. Key Responsibilities & Deliverables

4.1. Regulatory & Private Security Sector Compliance

- **PSiRA Governance:** Manage and maintain company accreditation, business renewals, and infrastructure compliance with the Private Security Industry Regulatory Authority (PSiRA).
- **Personnel Registration Monitoring:** Liaise with HR and Operations to audit the registration status, security grades, and active accreditations of all security officers, ensuring no unregistered or expired personnel are deployed.
- **Sectoral Bargaining Council Adherence:** Monitor compliance with the National Bargaining Council for the Private Security Sector (NBCPSS) Main Collective Agreement, verifying adherence to industry wage determinations, sectoral benefits, and conditions of service.
- **Firearms & Specialized Licensing:** Monitor statutory compliance regarding firearms control, armory licenses, competency certificates, and site permits where armed security services are contracted.
- **Data Privacy (POPIA):** Monitor company practices regarding the processing, retention, and security of employee and client personal information in accordance with the Protection of Personal Information Act.
- **Public Liability & Insurance:** Maintain up-to-date compliance records and operational registers required by QBS's public liability insurers and commercial client contracts.

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4.2. Occupational Health & Safety (OHS) and Environmental Governance

- **Site & Facility Inspections:** Schedule and conduct regular workplace safety inspections at head office and operational deployment sites to identify physical hazards, unsafe practices, and regulatory breaches.
- **Risk Assessments:** Coordinate, review, and maintain baseline and continuous Hazard Identification and Risk Assessments (HIRA) tailored to specific site environments.
- **Incident Investigation & Reporting:** Facilitate the reporting, root-cause investigation, and documentation of all workplace injuries, incidents, vehicle accidents, and security breaches, ensuring statutory Section 24 (OHS Act) notices are processed when applicable.
- **Emergency Preparedness:** Monitor the currency of site emergency plans, evacuation procedures, first-aid provision, and firefighting equipment inspections.
- **Safety Training Oversight:** Identify safety training deficiencies and coordinate compulsory OHS training programs (First Aid, Fire Fighting, OHS Representative duties).

4.3. Statutory Financial & Social Security Compliance Oversight (Audit Remit Only)

- **Remittance & Return Verification:** Conduct routine compliance audits to verify that the Finance department has filed and settled all statutory obligations on schedule, including:
  - **SARS Tax Compliance:** South African Revenue Service clearances and Tax Compliance Status (TCS pin verification).
  - **COIDA Status:** Compensation for Occupational Injuries and Diseases Act annual returns and Letters of Good Standing.
  - **UIF Submissions:** Unemployment Insurance Fund monthly declarations and payment confirmations.
  - **PSSPF Remittances:** Private Security Sector Provident Fund / approved sectoral provident fund remittances.
  - **Healthcare Contributions:** Mandatory medical benefit / healthcare scheme contributions (e.g., Affinity Health or equivalent).
- **Exception Reporting:** Immediately flag and escalate to the Executive Manager any administrative lapses, non-remittances, or discrepancies that could risk statutory fines, civil liability, or the loss of Good Standing certificates.

4.4. Internal Controls, Document Management & Audit Readiness

- **Compliance Registers & Calendars:** Create and administer a centralized Compliance Matrix and Annual Compliance Calendar tracking all renewal dates, inspections, returns, and statutory deadlines.
- **Inspection Evidence Packs:** Build and maintain standardized, audit-ready evidence files for rapid presentation during unannounced audits by PSiRA inspectors, Department of Labour inspectors, client compliance teams, or external auditors.
- **Policy Governance:** Oversee the lifecycle of internal standard operating procedures (SOPs) and company policies, ensuring regular reviews, executive approvals, version control, and verifiable employee acknowledgments.

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4.5. Risk Mitigation & Corrective Actions

- **Corrective Action Register (CAR):** Maintain a centralized CAR tracking every internal audit deficiency, inspection finding, and incident investigation recommendation through to verified completion.
- **Investigation of Facts:** Conduct impartial, evidence-based fact-finding investigations into reported non-compliance, compliance lapses, or regulatory infractions when directed by the Executive Manager.
- **Top 10 Risk Profile:** Continually identify, assess, and update QBS's top operational and regulatory compliance risks for monthly review by the Executive Manager.

5. Monthly Reporting Scope: Executive Compliance Dashboard

The Safety and Compliance Officer must compile and submit a comprehensive Monthly Executive Compliance Dashboard directly to the Executive Manager prior to scheduled monthly executive reviews. The report is structured around nine core pillars:

Pillar	Core Compliance Pillar	Reporting Scope & Focus Area
Pillar 1	**PSiRA Compliance Tracker**	Company registration standing, active guard certification rates, renewals in progress, expiring accreditations, and regulatory inspection readiness.
Pillar 2	**Statutory & Sectoral Compliance Scorecard**	Status of monthly NBCPSS returns, COIDA Letter of Good Standing status, UIF declarations, PSSPF benefit payments, healthcare contributions, and SARS tax compliance verification.
Pillar 3	**Occupational Health & Safety (OHS) Status**	Summary of site risk assessments, safety inspections completed, workplace incidents/injuries recorded, open investigations, and hazardous condition notices.
Pillar 4	**Internal Governance & Policy Adherence**	Status of SOP updates, policy distribution, staff acknowledgment sign-offs, and document version controls.
Pillar 5	**Audit Findings & Corrective Action Register**	Number of audits executed, breakdown of low/medium/high-risk findings, corrective actions overdue, and items closed out during the period.
Pillar 6	**Workforce Training & Certification Currency**	Compliance rates for mandatory site training, firearm competencies, driver permit validity, first-aid certifications, and identified training gaps.
Pillar 7	**Client & Site-Specific Compliance**	Site audit results, client contractual compliance metrics, service-level compliance issues, and outstanding site remedies.
Pillar 8	**Incident & Formal Investigation Log**	Active compliance investigations, findings of fact, evidence gathered, and preventative controls implemented.
Pillar 9	**Executive Risk Escalation & Decisions Required**	QBS's current Top 10 compliance risks, critical vulnerabilities requiring resource allocation, pending regulatory deadlines, and recommended interventions for the Executive Manager's decision.

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6. Key Performance Indicators (KPIs)

Key Performance Area	Target / Metric	Measurement Scope & Deliverables
Statutory Good Standing & License Currency	**100% Target**	Continuous, uninterrupted validity of all essential operating credentials, including PSiRA company registration, COIDA Letter of Good Standing, SARS tax compliance pin, and public liability cover.
Audit Readiness & Inspection Performance	**≥ 95% Rating**	Zero critical or material non-conformances identified during statutory inspections (PSiRA, Department of Labour) or external client compliance audits.
Corrective Action Resolution Rate	**≥ 90% Closure**	Demonstrated closure of internal audit findings and inspection non-conformances within agreed target timeframes recorded in the Corrective Action Register (CAR).
Reporting Rigor & Punctuality	**100% On-Time**	Timely submission of the Monthly Executive Compliance Dashboard to the Executive Manager with verified supporting documentation and zero unaddressed exception items.
OHS Incident Cadence & Inspections	**100% Statutory Cadence**	100% of workplace incidents investigated within statutory timeframes, with scheduled site inspection targets completed across all active operating posts.

7. Stakeholder Working Relationships

EXECUTIVE MANAGER (Direct Line Manager)
Strategic Direction • Governance Oversight • Escalation Decisions

▼ **Direct Reporting, Risk Registers & Executive Compliance Dashboard**

SAFETY AND COMPLIANCE OFFICER
Independent Assurance • Internal Audit • OHS & Regulatory Governance

Finance Department	Executive Management	Human Resources	Operations / Sites
(Statutory Oversight)	**(Governance Interface)**	**(Staff Compliance)**	**(Operational Audits)**
Audit verification of SARS, COIDA, UIF, PSSPF & medical scheme remittances.	Independent reporting on risk profile, legal compliance, and internal audit findings.	Audit guard PSiRA registrations, vetting, training currency, and investigation files.	Workplace safety audits, OHS site inspections, firearm control, and incident reviews.

▲ **External Audits & Regulatory Liaison** ▲

External Regulators & Statutory Bodies: PSiRA • Department of Employment & Labour • NBCPSS • Compensation Fund (COIDA) • SARS • Insurers

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Internal Working Relationships

- **Executive Manager:** Direct strategic direction, day-to-day oversight, monthly dashboard submission, performance evaluation, and urgent risk escalation.
- **Finance Department:** Auditing statutory payment confirmations, tax compliance status, and third-party fund receipts (no involvement in accounting entries or banking).
- **Human Resources:** Verifying employee vetting, PSiRA guard registrations, disciplinary investigation handover documentation, and mandatory training records.
- **Operations & Field Supervisors:** Conducting site safety audits, monitoring firearm handling and armory compliance, verifying site logbooks, and enforcing incident reporting procedures.

External Working Relationships

- **Statutory Inspectors:** Liaison with Private Security Industry Regulatory Authority (PSiRA), Department of Employment and Labour, and Municipal Health & Safety inspectors during routine and unannounced site inspections.
- **Bargaining Council Agents:** Interfacing with National Bargaining Council for the Private Security Sector (NBCPSS) designated compliance agents.
- **Client Compliance Representatives:** Engaging with client contract compliance auditors and safety officers across commercial and governmental deployment posts.
- **Third-Party Specialists:** Coordinating with public liability insurance risk assessors, legal advisors, and accredited safety training service providers.

8. Competency Profile, Experience & Qualifications

8.1. Minimum Requirements & Experience

- Minimum of 3–5 years of verifiable experience in compliance monitoring, risk management, internal auditing, safety administration, or regulatory oversight.
- Demonstrated working knowledge of the private security regulatory environment in South Africa, specifically the Private Security Industry Regulation Act (PSIR Act) and PSiRA regulations.
- Practical familiarity with South African labor and occupational health legislation, including the OHS Act, Basic Conditions of Employment Act (BCEA), Sectoral Determination 6 / NBCPSS Main Agreement, COIDA, and POPIA.
- Proven ability to establish and maintain systematic document control systems, legal registers, and evidence files.
- Proficiency in digital productivity tools (advanced Excel/spreadsheets, document repositories, digital auditing tools, and management dashboards).
- Impeccable professional integrity with a proven record of handling sensitive, confidential investigations impartially.

8.2. Required Statutory & Technical Training (Mandatory / In Progress)

- Formal training in Hazard Identification and Risk Assessment (HIRA).
- Formal training in Occupational Health and Safety Incident Investigation.
- Comprehensive training on PSiRA compliance regulations and inspectorate standards.
- Readiness to complete any further statutory certifications required to assume designated safety appointments as QBS expands.

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8.3. Preferred Qualifications & Professional Affiliations

- Relevant tertiary qualification (Diploma, Advanced Certificate, or Bachelor's Degree) in Risk Management, Compliance Management, Occupational Health & Safety, Law, Internal Auditing, or Business Management.
- Professional membership or certification with recognized bodies (e.g., Compliance Institute Southern Africa - CISA, Saiosh, or the Institute of Risk Management South Africa - IRMSA) is advantageous.

8.4. Core Competencies & Behavioral Attributes

- **Analytical Thinking & Attention to Detail:** Ability to scrutinize records, identify hidden discrepancies, and cross-reference multiple regulatory standards against operational data.
- **Assertiveness & Objective Communication:** Ability to communicate non-compliance clearly and constructively to operations and leadership without bias or conflict of interest.
- **Systematic Execution:** Highly structured approach to managing overlapping compliance cycles, recurring reporting dates, and audit calendars.
- **Report Writing & Synthesis:** Capability to convert complex legal and operational audit findings into concise, executive-level dashboard summaries with clear risk ratings.

9. Sign-off and Acknowledgment

This job description defines the primary scope, responsibilities, and operational boundaries of the Safety and Compliance Officer role at Quick Bopha Security (Pty) Ltd. It may be amended in consultation with the employee to reflect evolving statutory requirements and business operations.

Stakeholder Role	Full Name	Signature	Date
Employee	_____	_____	____ / ____ / 20___
Executive Manager	_____	_____	____ / ____ / 20___
Human Resources	_____	_____	____ / ____ / 20___

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