

CAREER OPPORTUNITY

African Rainbow Minerals (ARM) is a leading South African diversified mining and minerals company with operations in South Africa and Malaysia. ARM mines and beneficiates iron ore, manganese ore, chrome ore, platinum group metals (PGMs), nickel and coal and has a strategic investment in gold through Harmony Gold Mining Company (Harmony).

CPO & PSIRA COMPLAINTS OFFICER (C-LOWER PATTERSON GRADING)

Purpose of the Job:

- Protection of the Executive Chairman and his family, company Executives and assets.
- To ensure full compliance with the Private Security Industry Regulatory Authority (PSIRA) regulations and other relevant legal standards applicable to the private security industry in South Africa, the Firearms Control Act 60 of 2000 and all company policies, procedures, and Standard Operating Procedures.
- Conduct risk assessments pertaining to Protection Services activities.
- Fleet Manager of company owned vehicles used by the Protection Services Department.
- Assist with routine / inspections of Security Service Providers during events arranged by ARM or the Executive Chairman.

Location:

- Sandton, Johannesburg

Job Requirements:

- Matric/Grade 12.
- PSIRA Grade A.
- Proven knowledge of PSIRA legislation and compliance requirements.
- 5+ years' experience in security industry compliance or administration.
- Sound knowledge of the Firearms Control Act 60 of 2000.
- Knowledge in drafting security policies, procedures, and Standard Operating Procedures.
- Proven experience in close protection and supervisory roles.
- Valid driver's license.
- No criminal record.
- Proficiency in MS Office

Job Responsibilities:

- Provide close protection to the Company's Executive(s).
- Monitor substantial risk areas and activities and ensure appropriate security measures.
- Assist in planning and executing security operations and emergency response drills.
- Provide appropriate security assistance to fellow company employees, as and when required.
- Protection of Company property.
- Radio Procedures.
- Patrolling, reporting, detection of suspicious activities, people and vehicles and provide regular reports to management.
- Liaise with law enforcement and other stakeholders as required.
- Maintain confidentiality and exercise discretion at all times.
- Ensure all company operations comply with PSIRA regulations.
- Verify that all security officers are registered with PSIRA and maintain valid certificates.
- Monitor and enforce compliance with training, certification, and licensing requirements.
- Liaise with PSIRA on matters such as audits, licensing, renewals, and inspections.
- Conduct regular internal audits of personnel files, training records, and deployment practices.

Personal Attributes:

- Sound written and verbal communication skills.

- Good judgement and ability to work under pressure.
- Good team spirit, disciplined, dedicated and loyal.
- Excellent administrative and organizational skills.
- High attention to detail and integrity.
- Strong communication and interpersonal skills.

Equity Statement:

Preference will be given to suitably qualified applicants from designated groups in line with the employment equity plan and targets of the organisation.

POPIA Disclaimer

By sending your details to the email address on this advertisement you agree to:

- The processing of your personal information and sharing it with third parties for verifications.
- The exercising of your rights provided for by POPIA.
- To acknowledge that ARM will keep the record of your personal information confidential.

Additional Information:

- To apply for this vacancy, please send your CV to : recruitment@arm.co.za

No late applications will be considered or accepted.

- Correspondence will be limited to short-listed candidates only.
- If you do not hear from the Company within 21 days after the closing of the advert, please consider your application as unsuccessful.

Closing date: 14 May 2025



www.arm.co.za



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