1. **Job Identification**

Title: Security Supervisor

Supervisors: Mine Manager

1. **Position Summary:**

The Security Officer is responsible for ensuring the safety and security of personnel, assets, and infrastructure at the mining site. This role involves monitoring and controlling site access, enforcing security protocols, responding to incidents, and collaborating with other departments to uphold a safe operational environment in line with regulatory and company standards.

1. **Reporting Relationship**

**Mine Manager**

**Security Supervisor**

1. **Key Accountabilities:**
* Monitor and control access to the mining site to prevent unauthorized entry.
* Conduct regular patrols of the premises, including perimeters, offices, camps, and restricted areas.
* Ensure compliance with company safety, health, and environmental policies.
* Respond promptly to alarms, emergencies, and incidents; report and document all occurrences thoroughly.
* Conduct vehicle and personnel searches in accordance with site access procedures.
* Monitor CCTV and surveillance equipment to detect suspicious activity or breaches.
* Provide security support during emergencies such as fire, medical incidents, or mine evacuations.
* Maintain accurate logs, shift reports, and security documentation.
* Liaise with law enforcement, emergency services, and site personnel as required.
* Assist in investigations related to theft, misconduct, or safety violations.
* Enforce drug and alcohol screening procedures when applicable.
1. **Minimum requirements of the job**
* High school diploma or equivalent; additional security or law enforcement training preferred.
* Previous security experience in the mining or industrial sector highly desirable.
* Valid Security Officer certification/license (as per regional or national regulations).
* Knowledge of occupational health and safety standards in mining environments.
* Proficient in basic computer and surveillance systems.
* Physically fit and capable of working in remote, rugged environments and under shift-based schedules.
* Excellent communication, observation, and conflict resolution skills.
* Integrity, discretion, and a commitment to confidentiality and professionalism.

**Relevant working experience**

* A minimum of two (2) years’ experience in the relevant field

**Working Conditions:**

* Rotational shift work, including nights, weekends, and public holidays.
* Exposure to outdoor elements, noise, and dust associated with mining operations.
* Accommodation and transportation may be provided depending on site location.
1. **Scope of the job**

**Responsibility for staff (direct reports)**

* Management staff
* Other staff
1. **Responsibility for internal and external relations**

**Internal**

* All departmental staff; and
* Management Team.

**External**

* Villagers/Community
* Subcontractors (Security Guards)
1. **Approval**

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| --- | --- | --- |
|  | **Supervisor** | **Jobholder** |
| **Name**  |  |  |
| **Position** |  |  |
| **Signature** |  |  |
| **Date**  |  |  |

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