



The Performing Arts Centre of the Free State (PACOFS), a theatre, is a public entity of the National Department of Sport, Arts and Culture based in Bloemfontein.

Occupational Health and Safety & Security (OHSS) Manager

Salary level: Patterson Grade D1

Twelve (12) Months Fixed Term Contract

Total Package: R 706,873.02

Job purpose: Reporting to Senior Manager Facilities, the successful candidate will be responsible for rendering OHS and physical security function for the institution.

As the Security and Occupational Health and Safety Manager for PACOFS, execute functions guided by relevant legislation and such to include at least the following duties;

- **Compliance and Policy:** Development implementation and monitoring of policies to ensure upkeep of standards in alignment with labour laws and industry standards
- **Risk Assessment:** Conducting Procedures, establishing inspection systems and advising on tools to identify and mitigate security risks and occupational health and safety risks
- **Liability assessment:** Develop and Communicate HSE policies and procedures as well as events safety standards
- **Records Management:** Work with Security Officers from the private service provider in monitoring and authorising entrance and departure of employees and visitors. Investigate and report on issues related to the breach of security procedures/standards and entry of unauthorised. Collaborate with personnel from private security in monitoring closed circuit television (CCTV) system
- **Training and on-Boarding:** Coordinate mandatory safety awareness, safety drills and evacuation plans
- **Reporting and Administration:** Prepare compliance files, compile statistics and compile necessary compliance and incident reports and claims
- **Committee Oversight:** Establish and oversee relevant Committees.

Minimum qualifications and experience:

- Recognized bachelor's degree (**NQF Level 7**) in Occupational Health and Safety (OHS), Security Management or equivalent relevant qualification. • At least **5 years'** experience in OHS and Security Management operating at manager level
- Registration with South African Council for the Project and Construction Management - SACPCMP as Construction Health and Safety Manager (CHSM), Proof of registration and paid-up status
- Registration with SAIOSH (**at professional level**)
- Demonstrable experience in understanding work-place security and OHS practices and regulations,
- Demonstrate experience in Serving as a technical advisor to executive on management on statutory safety appointments
- Demonstrate experience in managing the outsourced service provider (e.g. SLA for private physical security companies, electronic security technicians and health institutions)

Core Technical training:

- SAMTRAC or equivalent relevant advanced risk management certificate.
- Firearm competency/Regulation 21

- Drivers Licence Code B

Email: Occupational Health & Safety and Security Manager application to: vacancy2@pacofs.co.za

It is the responsibility of candidates with foreign qualifications to have them verified by the South African Qualifications Authority (SAQA) • PACOFS reserves the right not to make an appointment • Failure to submit all the requested documents may result in the application not being considered • PACOFS subscribes to the principles of Employment Equity • If you have not been contacted within three months after the closing date, please regard your application as unsuccessful.

All applications must consist of a letter of motivation, comprehensive CV, certified copies of qualifications and ID. Applicants who previously applied for this position may re-apply.

Enquiries: Clifton Karabelo Morake: Tel. No. 051 4477771
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Closing date: 19 August 2026