


















## **INTERNAL VACANCY**

**REF NO** : SENIOR FIREARM COMPLIANCE OFFICER  
**DIVISION** : RISK AND PERFORMANCE  
**POSITION** : SENIOR FIREARM COMPLIANCE OFFICER  
**CLOSING DATE** : 04 JULY 2025






An Internal Vacancy exists for a **Senior Firearm Compliance Officer** in the **Risk and Performance Division** at **Head Office, Centurion**

The suitable candidate's main responsibilities and duties include, but are not limited to, the following:

### ***Auditor Functions:***

-  Firearm Compliance Audits based on the Firearms Control Act, Regulations and BPC Policy and Procedures to be conducted at Head Office, Regional Offices, Branches, and all sites (this includes subsites and vehicles).
-  Risk Assessments on the security measures at the Head Office, Regional Offices, Branches, and all sites (this includes subsites and vehicles).
-  Safe Inspections to ensure compliance with legislation, all new sites must meet the legal requirements before any firearms are issued to the new site.
-  Safe inspections of the safe and interviews with the spouse/partner/ friend/ colleague at residences must be done for staff members that require firearms after hours and to store the firearm at their residence.
-  Ensure firearms are in a proper working condition, free of any defects which may render them an inherent source of danger and report all unserviceable firearms to the NDFO.
-  Auditing new sites to ensure compliance, before firearms are issued.
-  Analysing and recommending firearm equipment/ accessories requirements needed by the branch/ site for operations.
-  Facilitation & Training in all relevant processes and legal requirements.
-  Compile written feedback reports on all audit findings, risk assessments and follow-up on corrective actions taken/ implemented.
-  Submit an annual audit plan to the Executive Management and Risk Committee for implementation.
-  Assisting branches/ sites with the management comments and corrective actions of SAPS/ Internal- and external audit findings.
-  Submission of monthly reports for Executive Management and Risk Committee.
-  Co-ordinate, maintain and improve systems on Firearm Legislation and BPC Policy and procedures.
-  Ensure compliance to the Company's disciplinary code and recommendation of disciplinary action to be taken.
-  To assist in the management of departmental information.
-  To ensure efficient coordination of departmental activities by setting up administrative systems and creating work schedules, organizing resources to meet work objectives and prioritizing work accordingly.
-  To co-operate, liaise, develop good customer and public relationships, establishing and maintaining a network of contacts.

### ***Additional roles when required by operations - Stock Control:***

-  Preparing firearms, ammunition and accessories for sites and new contracts.
-  Collection and transporting firearms, ammunition and equipment.
-  Issuing firearms and permits to sites - only to competent security officers.
-  Issuing of firearms and ammunition to be utilized for training purposes.
-  Collecting firearms from sites/contracts that ended.

- Collecting firearms from SAPS stations.
- Manage the repairs process of the firearms to the Gunsmiths.
- Complete, maintain and manage all required Firearm, Ammunition, and movement (CIIV) Registers as required.
- Assisting NDFO with disposal process of firearms and ammunition and to ensure that the required SAPS documentation is completed.
- From time to time the NDFO may request assistance on an ad hoc basis with certain firearm related requirements, meetings and to assist with 2IC duties.

#### ***Preferred qualifications:***

- Grade 12 or equivalent qualification.
- PSIRA - Grade A.
- Must be in possession of a valid SAPS Competency Certificate with the following qualifications: Firearm competency in Handgun, Shotgun, Self-loading rifle and/ or carbine and knowledge of the Firearms Control Act
- Reg. 21 Training on Handgun, Shotgun, Self-loading rifle and/ or carbine and knowledge of the Firearms Control Act.
- Must have experience in firearm compliance audits and report writing.
- Dealing with firearms and assets – stock control would be an advantage.
- Quality Control and/or compliance certification would be an advantage.
- Relevant experience in a similar position advantageous.

#### ***Preferred Knowledge:***

- Firearm Legislation
- SANS 953-1 and 953-2
- Criminal Procedure Act
- General Firearm knowledge
- General Asset Control knowledge
- Computer Literacy – working knowledge of MS Office
- Office Administration
- Manual and electronic filing systems

#### ***Preferred Skills:***

- Excellent written & verbal communication skills.
- Good planning and time management.
- Problem solving and organizational skills.
- Must be a team player.
- Training and legal interpretation skills.
- Good customer service.
- Compliance Management
- Asset Control Management
- Firearm Management
- Database Management
- Communication Skills
- Must be driven, have energy and attention to detail.
- Clean disciplinary, criminal and credit record.
- Driver's License & Own transport.

Interested candidates to E-mail CV and Internal Application Forms to [internalcv@proteacoin.co.za](mailto:internalcv@proteacoin.co.za)

Employment consideration will be in accordance with the Employment Equity Act requirements

Should you not hear from us within 14 days after the closing date, your application should be considered unsuccessful

CEO: C Diavastos  
MM Selepe A Myatt HBN Yiga NR Msimangi TC Nyembe