



SAFETY AND SECURITY COORDINATOR

Fulltime / 45 hours a week / Lionsrock, Bethlehem, South Africa

FOUR PAWS is the global animal welfare organisation for animals under direct human influence, which reveals suffering, rescues animals in need and protects them. Find out more about our sustainable campaigns and projects on www.four-paws.org

You would like to contribute to something meaningful and work with us along our mission? This is your chance. We are looking for dedicated people to enrich our team.

Your contribution will be

- Ensuring compliance with internal emergency protocols and external safety related guidelines and processes
- Developing and implementing relevant SOPs as needed and making recommendations
- Ensuring the safety of all infrastructure essential to daily operations as well as security of the property and thereby ensuring the safety of animals, staff, and visitors, including relevant record keeping
- Coordinating as well as implementing regular staff training relevant to safety and security according to best practice and the organization's specific needs
- Implementing and ensuring compliance to occupational health and safety (OH&S) regulations.

Your profile ideally illustrates

- Three years' experience in Safety and Security
- Security qualification and/ certification, including Occupational Health and Safety
- Fluent in English (written and spoken)
- Solid knowledge of MS Office 365 as well as virtual communications tools (e. g. MS Teams)
- Strong administrative and organisational skills, high level of integrity, confidentiality, and accuracy.

Beneficial

- Experience in emergency management
- Previous experience in the field of IT, including a firm understanding of cyber security, the functionality of connectivity and assisting with the setting up of new workstations.

Our offer includes

- The opportunity to truly contribute to global animal welfare
- A multinational team with the spirit of being ONE FOUR PAWS
- A dynamic and pleasant working environment in a motivated team
- A modern leadership culture and promotion of training measures

We are dedicated to the principles of diversity, equality, and inclusion.

Suitable candidates are invited to email a motivation letter highlighting your suitability to the role, a CV in **Word** format and contact details of three work related referees to rudayba@maraisbutton.co.za

Closing date: Sunday 16th November 2025