



SAPEM has a vacancy for a Security Officer

Introduction	
Job Title:	Security Officer
Business Line:	Asset Based Non - Drilling
Department:	Human Resources
Requirements	
Qualification:	Diploma in Public Management
Knowledge of the English Language:	Yes
Labour Relationship:	Permanent Contract
Years of Experience:	5-10 in a similar field
It Skills:	Computer Literate (Microsoft Office, Microsoft outlook or similar)
Soft Skills:	Verbal /Written/ Interpersonal Skills, Decision Making, Integrity, Effective Communicator
Nice To Have:	Background in Security (Police/ Military/Law Enforcement)
Location:	Georgetown/ Vreed – en - Hoop

**OBJECTIVE:**

- Provide overall support to security management system activities under the supervision of the relevant Security Manager.
- Perform security activities as defined in the Letter of Appointment according to Saipem security guidelines or as required by the Security Manager, in line with Saipem security organizational model, guidelines and standards

**RESPONSIBILITIES AND DUTIES:**

- Provide support to the Security Manager ensuring laws and company regulations are always applied.
- Coordinate the Security management activities under the supervision of the Security Manager.
- In operations, provide the updating of the security risk assessment and of the mitigating measures as well as the preparation/updating of the Plan/Standard Operating Procedures according to Saipem standards.
- Provides technical and organizational support for the company, management and monitoring of security activities.
- Run and manage people security: protection of the physical well-being of employees and external persons who have contractual relationships with the organization.
- In coordination with the Security Manager, as requested by the HSSE (Health, Safety, Security and Environment) Regulation Compliance Manager, run and manage investigations and events regarding security: analysis, preventive investigation and investigation into internal and external damaging events.

- In liaison with the Security Manager manage the security reporting system, document system and records keeping including security events reports and timely performance reports.
- Monitor, collect and analyse selected security data to ascertain the suitability and effectiveness of the security management system and to identify areas where further improvement can be made.
- Ensure the flow of information and reporting to the interested parties.
- Any other duty as assigned.

Please send your resume with the subject "**Security Officer**" to

[saipemgycareers@saipem.com](mailto:saipemgycareers@saipem.com)

Please note, the closing date for applications is **August 13<sup>th</sup>, 2024.**

**Shortlisted candidates will be contacted.**