



## **JOB OPPORTUNITY.**

**Position:** HSE Compliance & Assurance Manager, Rwanda / Full Time Employee.

**Reports to:** Administratively Country Manager, Rwanda.

Functionally – Regional Manager C&A

**Location:** Primarily Kigali, Rwanda – Oversight across GW Rwanda Operations

**Travel to E.A region, as requested.**

**Externally:** Clients, relevant local agencies relating to Compliance and HSE

Garda World is the one of the largest privately owned Integrated physical Security, Cash Management, and risk Management companies in the World.

Our Services are important to our clients as they rely on us to keep them and their environments safe. We offer Peace of mind for our clients who Operate in a complex World, by providing a wide range of industry-leading security Services delivered by experienced and knowledgeable experts.

Through our comprehensive security solutions, we help protect businesses, Employees, Communities and Assets and make the world a safer place.

### **Job Summary:**

The Rwanda Manager HSE, Compliance and Assurance will be responsible for ensuring compliance to the client and GardaWorld internal requirements.

### **Key Responsibilities:**

The incumbent is responsible for critical Compliance & HSE duties across the GW Rwanda and Burundi Operations, and which include but are not limited to:

- Ensure that you are aware of and complete all the necessary requirements of the GardaWorld Business Management System that are assigned to your department and role, ensuring that records are maintained.

- Support the Regional Manager, Compliance & Assurance in ensuring the delivery of the GardaWorld standards through leading, managing and maintaining an oversight of specific elements of the C&A Team deliverables in Rwanda.
- Support the monitoring of risk management and business management, ensuring it aligns with GW standards and is systematized across the company whilst providing management and oversight of risk management in Rwanda.
- Review, consider, maintain and provide direction on any systemic management issues and improvements required to the Business Management System under the guidance of the Regional Manager Compliance & Assurance.
- Support the delivery of services through the provision of advice and guidance on matters relating to Compliance & Assurance.
- Manage the completion of bid documentation as necessary for tenders being submitted through the relevant sales departments as they relate to the delivery of services in Rwanda and Burundi.
- Oversight of incident statistics with a view to reducing LTIR, TRIR, AVIR etc.
- Ensure Serious incidents are reported and investigated as they occur in line with the GardaWorld standards.
- Championing and supporting the business in its environmental goals / initiatives.
- Complete the Operational Excellence Matrix for the head offices and key clients on a biannual basis.
- Be a leader and key focal point for the closure of actions arising from audits, HSE inspections, serious investigations and OEMs.
- Oversee and implement the requirements of the HSE Plan and associated Annexes at branch and Tier 1 level.
- Ensure fire risk assessments are conducted and reviewed annually for all GW offices, kennels and clients as applicable.
- Ensure that the First Aid needs assessment and environmental assessment is conducted for all GW offices, and clients as applicable.
- Ensure that the necessary hazardous substances assessments are in place for hazardous substances used within the branch office and the individuals using them are trained appropriately.
- Ensure that waste transfer notes are recorded, and a waste register is maintained.
- Provide HSE trainings & support for technical installations as required.

- Provide HSE Training to Rwanda/Burundi Teams as required.
- Complete the Operational Excellence Matrix for the head offices and key clients on a biannual basis.
- Ensure that hazard identification and risk assessment is carried out as per the GW BMS
- Ensure compliance to the expected welfare arrangements.
- Ensure incidents are reported and investigated as they occur in line with the GardaWorld standards.
- Ensure environmental management issues are considered and are in line with the GardaWorld standards and requirements.
- Ensure that permits to work and permit to work log are in place for the region under your responsibility.
- Provide support to the region via training / internal audits as requested by the regional Manager, Compliance & Assurance to align with the GardaWorld standards and expectations.
- Ensure that all necessary forms (records) are uploaded onto the SharePoint system within the correct folder structure.

### **KNOWLEDGE, SKILLS AND ABILITIES**

The following knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience or on-the-job training.

- HSE Qualifications - diploma, bachelor or MSc from recognized university or board, i.e. NEBOSH.
- ISO related qualifications / beneficial working experience such as ISO 9001, ISO 45001 and ISO 14001
- Experience of working with large teams across national operations.
- Experience of leading a Compliance & HSE function
- Experience of internal auditing and/or external auditing to ISO standards.
- Experience/Understanding of risk management principles.
- Highly competent with IT and Microsoft office applications.

- An understanding of the defence and security sector.
- Excellent organizational skills.
- Good communication skills. Ability to speak/write in Kinyarwanda, English, and French.

### **Competencies:**

- Has practical experience with security systems.
- Excellent communication skills. Ability to speak/write in Kinyarwanda, English, and French.
- Knowledge of MS Word, Excel, MS PPT.
- Works in an ethical manner, is systematic, methodical, and orderly.
- Ability to work and interact within teams.
- Appreciates the need to work beyond the call of duty if necessary.
- Ability to work under pressure.

Interested candidates are requested to send the application letter and an updated Curriculum Vitae, to: [info.rw@garda.com](mailto:info.rw@garda.com) on or before 6<sup>th</sup> February 2026.

**Only shortlisted candidates will be contacted.**