



# We're Hiring!!

**JOB TITLE: Compliance Officer**

## JOB SUMMARY

Compliance Officer is responsible to ensure that the organisation maintains full compliance with applicable standards and regulatory requirements, including data protection obligations. The role oversees the effective implementation of the Integrated Management System (IMS) and ensures compliance with all relevant legal requirements.

## Key Responsibilities

1. Monitor the implementation and continuous improvement of Integrated Management Systems (IMS), including Quality, Occupational Health & Safety, and Environmental Management Systems.
2. Conduct risk-based assessments on QMS, OHSMS, EMS, and related programmes, and recommend, implement, and monitor appropriate control measures.
3. Ensure accurate documentation, record-keeping, and reporting of IMS performance, non-conformities, and corrective actions across all operational areas.
4. Follow up on internal and external audit findings, customer complaints, to ensure timely closure and sustained compliance.
5. Follow up on the implementation of findings from external auditors, inspectors, or regulators and report progress to the Compliance Manager..
6. Coordinate and deliver employee training and awareness programmes on compliance, safety, data protection requirements etc .
7. Coordinate and follow up on the renewal of legal certificates, licences, and registrations (e.g. OSHA, TBS, FIRE ,NEMC ), including timely submission of statutory reports and regulatory documentation.
8. Organise and Coordinate the OHSE committee team to ensure the implementation of all internal Occupational Health, safety, and Environmental requirements and programs ,
9. Ensure the Availability and Maintenance of all the safety and fire appliances at working areas.

## Core Competencies

1. Communication: Clear, accurate, and effective information delivery.
2. Organisation & Coordination: Strong teamwork, planning, and follow-up capabilities.
3. Analytical Thinking: Ability to evaluate IMS performance and drive continuous improvement.
4. Public Speaking: Confident engagement with internal and external stakeholders.
5. Leadership: Ability to guide teams towards achieving compliance objectives.

## Qualifications & Experience

1. Bachelor's degree in either Environmental Health, Occupational Safety Sciences, Food Science, Law, or a related discipline.
2. Minimum of five (5) years' experience in compliance management, auditing or risk management.
3. Practical experience with Quality, Occupational Health & Safety, and Environmental management
4. Strong working knowledge of compliance requirements and engagement with local regulatory authorities, including TBS, OSHA, Fire and Rescue, NEMC, Municipal Authorities, etc

## How to Apply:

Via [recruitment@azam-media.com](mailto:recruitment@azam-media.com)  
subject **APPLICATION FOR COMPLIANCE OFFICER**

**Deadline :**  
**15<sup>th</sup> February, 2026**