

NOTE : Applications must be submitted on signed and dated form Z83, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity Document. For all posts, please forward your application quoting the relevant reference number, to the address mentioned at each post. No late, faxed or e-mailed applications will be accepted. Note: If you have not heard from us within six (6) weeks of the closing date, please accept that your application was unsuccessful. Preference will be given to previously disadvantaged groups. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Successful applicants will be required to undergo standard Government security clearance procedures and verification of qualification prior to permanent appointment. Should you be in a possession of a foreign qualification(s), it must be accompanied by an evaluation from South African Qualification Authority (SAQA). **PEOPLE WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY.**

CLOSING DATE : **05 JUNE 2015 @ 16H00**

POST : **HEALTH AND SAFETY OFFICER**

SALARY : **R227 802.00 per annum**

CENTRE : **Bellville**

REF : **290515/02**

REQUIREMENTS : Degree or National Diploma in Occupational Health and Safety. Three (3) to five (5) years relevant experience. Strategic and operational plan in Occupational Health and Safety Management. Policy implementation. Monitoring and evaluation principles. Knowledge of research procedures and techniques. Disciplinary knowledge in Occupational Health and Safety. Disciplinary knowledge in Public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proof-reading. Understanding of Government legislation. Valid driver's license (certified copy must be attached). Knowledge of OHS Act and Regulations (Act 85 of 1993). Knowledge of the risk management theory and practical auditor's assessment. Computer literacy. Good written and verbal communication skills.

DUTIES : To manage and co-ordinate implementation of the OHS Act. To develop SHE management systems. Interpret and coordinate recommendations from external auditors' report. Conduct internal audits. Manage implementation of the Hazard Identification Risk assessment. Investigate all fatalities and report to the Department of Labour and the person appointed in terms of section 16.2 (Chief Director). Compile Occupational Health and Safety budget. Conduct regular site inspection. Develop monthly and quarterly reports on fatalities, serious injuries and all related issues described on the incident-reporting matrix. Assist with implementation of the OHS system. Manage COIDA. Promote safety. Ensure adequate support

to team members. Ensure a culture of innovation and performance. Develop and implement a performance improvement suggestion scheme. Advise top management, as well as relevant sector bodies, on policies and strategies relevant to the section. Communicate effectively with stakeholders in the sector about the function of the section. Develop strategic plan for the section. Ensure that occupational health and safety rules are observed in a working environment. Distribution of emergency procedures and fire safety programmes. Manage Human Resources within the section. Promote awareness safety programmes. Liaise with fire Department regarding emergency procedures. Conduct safety inspections. Assist with the promotion of health and safety programmes. Assist in the Basic Occupational Health and Safety policy implementation. Assist with the development of appropriate maintenance procedures through Best Practices. Assist in the organization and facilitation of workshops to create awareness on policies and guidelines. Manage mainstreaming of Health and Safety programme. Attend to ad hoc queries pertaining to Occupational Health and Safety programmes from both internal and external clients. Manage all administration functions within the section. Provide logistical support. Assist in the Basic Occupational Health and Safety policy implementation.

ENQUIRIES

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Ms K Ntshingane, tel (021) 941 6006

APPLICATIONS

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The Regional Head: Western Cape, Department of Water and Sanitation, Private Bag X16, SANLAMHOF, 7532 or hand deliver to Sigma House Building, 3 Blanckenberg Road, Bellville. For attention of Mr. B Saki