

## DEPARTMENT OF WATER AND SANITATION

### CLOSING DATE

19 February 2016

### APPLICATIONS:

Please forward your applications quoting the relevant reference number for **Centre: Gauteng** The Provincial Head: Gauteng, Department of Water and Sanitation, Private Bag X995, Pretoria, 0001 or hand deliver to 285 Francis Baard, Bothongo Plaza East, Pretoria. **For attention:** Mr S Nevhorwa (012) 392 1324

### APPLICATIONS:

Please forward your applications quoting the relevant reference number for **Centre: Bellville:** 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:** Mr B Saki (021) 941 6018

### 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 two (2) months 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). *"All SMS shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools"* **PEOPLE WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY FOR THE POSTS.**

### POST

### HEALTH AND SAFETY OFFICER

### SALARY CENTRE

R243 747.00 per annum (level 08)  
Bellville. REF: 120216/18 A  
Gauteng. REF: 120216/18 B

### REQUIREMENTS

Degree or National Diploma in Environmental Health/ Safety Management or relevant qualifications. Three (3) 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 internal and external auditors' report. 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 OHSA system. Manage Compensation for Occupational Injuries and Diseases Act (COIDA). Promote safety awareness in working environment. 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 programs. Manage Human Resources within the section. Promote awareness safety programs. Liaise with fire Department regarding emergency procedures. Conduct safety inspections. Assist with the promotion of health and safety programs. 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 program. Attend to ad hoc queries pertaining to Occupational Health and Safety programs from both internal and external clients. Manage all administration functions within the section. Provide logistical support.

## **ENQUIRIES**

Ms K Ntshingane (021) 941 6006 (Belville)  
Mr S Nevhorwa (012) 392 1324 (Gauteng)