



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Centre: Kimberly Please forward your application, quoting the post reference number, to: The Provincial Head: Northern Cape, Department of Water and Sanitation, Private Bag X6101, Kimberley, 8301 or hand-deliver to 28 Central Road, Beaconsfield, Kimberley, 8301. Persons with disabilities are encouraged to apply. For attention: Ms W Malope.
- CLOSING DATE** : **28 JULY 2017 TIME: 16H00**
- POST** : SENIOR SAFETY OFFICER (HEALTH AND SAFETY OFFICER) REF NO: 280717/19 SUB: DIRECTORATE: AUXILIARY SERVICES
- SALARY** : R 281 418 per annum, (Level 08)
- CENTRE** : Kimberley
- REQUIREMENTS** : Degree or National Diploma in Occupational Safety Management or relevant qualification. 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 /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 Act 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.
- ENQUIRIES** : Mr J Mashele, Tel: 053 - 830 8800