



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

NOTE: Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as certified copies of qualifications and Identity document. No late, faxed or e-mailed applications will be accepted. Correspondence will be limited to shortlisted candidates only. 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. Successful applicants will be required to undergo standard Government security clearance procedures including verification of qualifications. 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 subjected 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 encouraged to apply for the posts. People who are not employed by the Public Service Departments are welcomed to apply for posts. The department reserves the right not to make an appointment.

- APPLICATIONS** : Bloemfontein: Please forward your applications to the Department of Water and Sanitation, IBOM Central Operation, Private Bag X528, Bloemfontein, 9300. For attention: Ms M Maloka
- CLOSING DATE** : **07 June 2019 TIME: 16h00**
- POST** : SENIOR HEALTH AND SAFETY OFFICER REF NO 070619/05
- BRANCH** : IBOM Central Operation
- SALARY** : R 316 791 per annum (Level 8)
- CENTRE** : Bloemfontein
- REQUIREMENTS** : A National Diploma or Degree in Occupational Health and Safety. Three (3) to Five (5) years' experience in Occupational Health and Safety Environment. Strategic and operational plan in Health and Safety management. Policy implementation. Principles in monitoring and evaluation. Knowledge and experience of research procedures and techniques. A valid driver's licence (certified copy must be attached) will serve as an advantage and willingness to travel. Disciplinary knowledge of Public Administration. Knowledge of design principles, techniques and tools. Knowledge and experience in the writing process reviewing and proofreading. Basic knowledge and understanding of Government legislations governing the Public Service. Computer literacy, in Microsoft Office (i.e Outlook, Excel, PowerPoint and MS Word). Good communication skills both verbal, written and report writing skills. Analytical and problem solving skills. Accountability and ethical conduct. People and diversity management.
- DUTIES** : Implement Health and Safety Legislation and Regulations. Increase Health and Safety awareness at all levels within the organisation. Investigate and report on all accidents occurring at the work place. Conduct safety inspections. Assist in Institutional business planning support, appraisal and monitoring. Liaise with the fire Department regarding emergency procedures. Assist with the promotion of Health and Safety programmes. Ensure occupational Health and Safety rules are observed. Communicate effectively with stakeholders in the sector about the functions of the section. Assist in basic Occupational Health and Safety policy implementation. Assist in the development of appropriate maintenance procedures through Best Practices. Manage all admin functions within the section. Assist the organisation and facilitation of workshop to create awareness on policies and guidelines. Ensure safety files on site for contractors are correct and up to date. Conduct safety site briefings with employees and contractors. Attend OHS meeting. Coordinate training of personnel in areas of safety including first aid. Facilitate training to all employees, managers and contractors in the office

regarding health and safety. Conduct risk assessment for the operations of the office and projects and sites. Assist in ensuring that risks are mitigated. Execute internal safety audits and inspections. Ensure that HRD policies are applied for all staff members within the section. Distribution of emergency procedures and fire safety programmes. Ensure equipment is available to ensure safe environment during emergency. Administer HRM, HRD and EE planning reports and submissions. Manage all admin functions within the section. Provide logistical support.

ENQUIRIES

: Mr HS Van Der Westhuizen, Tel: (051) 405 9000