



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

- APPLICATIONS** : Please forward your applications quoting the relevant reference number to: The Area Manager, Department of Water and Sanitation, Standerton, 2430 or hand delivered at Grootdraai Dam, Standerton, Admin Offices, Standerton. For attention: Ms PN Myeni
- ENQUIRIES** : Ms. O Mlokoti, Tel: 017 712 9400.
- CLOSING DATE** : 08 March 2019 TIME: 16h00
- POST** : SAFETY OFFICER REF NO: 080319/18
- SALARY** : R242 475 per annum, (Level 7)
- CENTRE** : Usutu Vaal GWS, (Standerton)
- REQUIREMENTS** : A National Diploma or Degree in Occupational Health and Safety. One (1) to three (3) years experience in Occupational Health and Safety. Knowledge of and completed course in SHE related legislation. Understanding of Government legislation. SAMTRAC certificate will serve as an added advantage. A valid driver's licence.(Attach certified copy). 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 Public administration. Knowledge of the writing process reviewing and proofreading. Computer literacy skills. Leadership, communication skills (both written and verbal).Strong relationship building ability, analytical thinking, self-confidence. Ability to function independently and within a team.
- DUTIES** : Attend OHS meeting. Obtain minutes of safety meeting where required. Monitor compliance with issuing of PPE. Assist supervisors in maintaining safety record files. Perform OHS induction on contractors, visitors and employees. Give support and willing to assist during emergency situation/incidents. Implement OHS system. Facilitate training to all employees, managers and contractors in the office regarding health and safety, conduct risk assessment for the operations of the office, execute internal safety audits and inspections. Enhance safety awareness. Ensure implementation of the OHS policies. Report on all internal accidents and related incidents. Recommend any changes that may be necessary to ensure that the office complies with the health and safety regulations. Assess and provide on-job training to subordinates.