



## water & sanitation

Department:  
Water and Sanitation  
REPUBLIC OF SOUTH AFRICA

Note: Interested applicants must submit their applications for employment to the e-mail address specified on each post. **Applications must be submitted using the newly implemented Z83** form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document (all documents must be submitted in **one** email in a PDF format. The attachment/s, may not **exceeding 10mb**) Subject title on the email must clearly display the **reference number** of the post applied for. Applicants should forward applications to the correct email address of the post as wrong emailed applications will not be considered. No late, applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. (Individuals who have completed the course already, and who are therefore in possession of a certificate are welcome to submit such, however it is not required that an applicant submit such when applying for the post prior to the closing date. The link for the completion of the course for the certificate for the pre-entry into SMS can be found on <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts, the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: SENIOR SAFETY OFFICER (HEALTH AND SAFETY OFFICER) REF NO. 100521/06

BRANCH: NWRI NORTHERN OPERATIONS

SALARY: R316 791 PER ANNUM (LEVEL 8 )

CENTRE: HARTBEESSPOORT AREA OFFICE

**REQUIREMENTS:** A National Diploma or Degree in Occupational Safety Management or relevant qualification. Three (3) five (5) years relevant experience. Knowledge of 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. A valid drivers licence (Attached a copy). Knowledge of OHS Act and Regulations (Act 85 of 1993). Knowledge of the risk management theory and practical auditor's assessment. Computer literacy skills. 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 JJ Pretorius, Tel :( 087)943 3719

APPLICATIONS: Hartbeespoort Area Office: Please email your application quoting the relevant reference number to [HBPrecruitment@dws.gov.za](mailto:HBPrecruitment@dws.gov.za) For attention: Mr S Murunzi