

**DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 17 SEPTEMBER 2021**

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, identity document and a valid driver's license (where applicable) which need not to be certified when applying for a post. Original/certified copies must be produced by only shortlisted candidates during the interview date. All required information on Form Z83 must be provided. Failure to complete or disclose all required information will automatically disqualify the applicant. All documents must be submitted in one email in a PDF format. The attachment/s, may not exceed 5mb. 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. A SAQA evaluation certificate must accompany foreign qualification/s. 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 and 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 REF NO 170921/08

Branch: Infrastructure Management, Central Operation

SALARY: R 316 791 Per annum (Level 8)

CENTRE: Pretoria

REQUIREMENTS: A National Diploma or Degree in Occupational Health and Safety / Safety Management. Three (3) to (5) five years' relevant experience. A valid driver's license (attach copy). Computer literacy, MS (Outlook, Excel, PowerPoint and MS Word). Strategic and operational plan in occupational health and safety management. Understanding of policy management, monitoring and evaluation principles. Knowledge and understanding of research procedures and techniques. Disciplinary knowledge in occupational health and safety and public administration. Knowledge of design principles, techniques and tools. Knowledge of the writing process reviewing and proofreading. Understanding of government legislations.

DUTIES: Implement health and safety policies and regulations. Increase health and safety awareness at all levels within the organisations. Investigate and report on all accidents occurring at work place. Conduct the safety audits and inspections. Liaise with fire Department and

Emergency Medical Services regarding emergency evacuation procedures. Assist with the promotion of health and safety programmes. Ensure that occupational health and safety rules are observed and complied with. Assist in the Basic Occupational Health and Occupational Health and Safety (OHS) policy implementation. Organise OHS awareness workshops on policies, procedures and guidelines. Attend OHS Committee meetings and fulfil a Secretariat role on OHS Committee for the Central Operations. Coordinate training of personnel in areas of safety including first aid. Conduct risk assessments. Ensure OHS equipment is available to ensure safe work environment. Consolidate OHS quarterly reports and monthly OHS Incident statistics reports for the Central Operations Cluster. Coordinate OHS annual events as per governmental and Departmental calendar in conjunction with Central Operations Communications. Work closely with Risk Manager and Corporate Services.

ENQUIRIES: Mr. WT Joxo, Tel No: 012 741 7353

APPLICATIONS: Central Operation (Pretoria) Please email your application quoting the relevant reference number to the subject line to [Sso@dws.gov.za](mailto:Sso@dws.gov.za) For Attention: Mr. KL Manganyi.