OCCUPATIONAL HEALTH & SAFETY OFFICER:
Total Remuneration Package: (C3)

Purpose of the Job

The incumbent will be responsible for carrying out of health and safety functions in the Regions in compliance with Occupational Health and Safety Act 85 of 1993 and Knowledge of the compensation of the occupational injuries and Disease Act.

Qualifications and Experience:
Diploma in Health & Safety and NOSA Samtrac Certificate.

Practical experience and knowledge in health and safety will be an advantage

Competencies Required:
Extensive knowledge of health and safety legislation; Knowledge of health and safety requirements in the workplace; Ability to identify, control and monitor hazards; Ability to investigate accidents/incidents in the workplace; Ability to train staff on health and safety; Knowledge of emergency evacuation procedures, Report writing skills; Good Communication and Negotiating skills in English and isiZulu is essential; Code 08 Driver’s License

Key Performance Areas:
- Ensure prevention and management of potential situations that could lead to injuries and damages and report thereof to Region’s management.
- Ensuring that the delegated management and administrative functions are carried out timeously and correctly.
- Ensuring that safety statistics are captured, analyzed, interpreted and reported.
- Participate in designing and rolling out health and safety training programmes, orientation and induction programmes.
- Ensuring that Safety audit functions are carried out in compliance with Occupational Health and Safety Act 85 of 1993.
- Ensuring that all buildings, construction plant and machinery meet and maintain compliance certificates as regulated by Local Authorities and Occupational Health and Safety Act and other relevant regulations.
- Ensuring that quality management is in place for safety to participating in developing quality improvement plans as well as policies and procedures.
- Assisting in compiling all health and safety manuals and protocols to be used by the regions.
- Identify measure and control potential hazards and risks in the work environment pertaining to health, safety and the environment aspects within the broad context of preventing injuries diseases and degradation of the environment.
- Liaise with the Department of Labour regarding Occupational Health and Safety issues.

Closing Date: 06 August 2019

Directions to applying candidates:
The following **mandatory documents** must be submitted:

a) Please note that only a fully completed application form will be accepted, hence incomplete forms **will not** be considered.

b) Certified copies of your qualifications and Identity Document (ID). All submitted certified copies should not be older than three (3) months from date of submission and should not be copies of certified copies.

The appointment to the post is subject to positive outcome obtained from all verifications in relation to the position advertised.

Applications to be posted to:

Recruitment Section, Ezemvelo KZN Wildlife, P O Box 13053, Cascades 3202.

Applications may also be hand delivered to:

Recruitment Office at Ezemvelo KZN Wildlife (Head Office); Queen Elizabeth Park; 1 Peter Brown Drive; Montrose, Pietermaritzburg 3201.

**Faxed/ Emailed applications will not be accepted.**