



## **Director: Occupational Health and Safety (COO18/2018)**

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**Salary:** R1 005 063 per annum (all-inclusive SMS remuneration package)

**Centre:** Pretoria

**Requirements:**

- A recognized three year Bachelor's Degree/ Advanced Diploma in Occupational Health & Safety (at NQF Level 7) or equivalent relevant qualification;
- 6-10 years' experience in related field, of which minimum of 5 years' should be at middle/ senior management level. Understanding of Occupational health and Safety Act and Regulations, National Building Regulations and Standards, administrative procedures, project management, personnel management and policy development;
- Strategic planning management, leadership management, people management, change management, policy development and implementation, research, analytical, organising, planning, presentation, communication (verbal and written), interpersonal, coordination and stakeholder liaison skills;
- Ability to work long hours voluntarily, gather and analyse information, develop and apply policies, work individually and in team, work under extreme pressure, work with difficult persons and to resolve conflict.

**Duties:**

- The successful candidate will be responsible to manage, monitor and oversee implementation of Occupational Health and Safety requirements and ensure compliance with regards to the following key performance activities: Evaluate practices, procedures and facilities to assess the risk and adherence to the Act and Regulations;
- Inspect equipment and other machinery to observe possible unsafe conditions. Compile reports and submission on Occupational Health and Safety (OHS) matters. Manage emergency procedures and establish emergency teams;
- Enforce risk identification, evaluation and development of safe work procedures Liaise with facilities manager to establish contractor health and safety procedures. Maintain, review and report safety performance in the Department;
- Identify opportunities for improvement and implement preventative and corrective measures. Monitor OHS policy of the Department. Establish a culture of

health and safety in the Department. Advise employees on all health and safety matters to ensure compliance;

- Manage health and safety representatives meetings. Ensure health and safety training and awareness programmes in the Department. Manage health and safety committee meetings and fora. Conduct health and safety risks and hazard assessments, health and safety inspections as well as compliance audits in all buildings and sites occupied by the Department;
- Recommend and implement control measures and advice on the standard Personal Protective Equipment (PPE) issued to employees;
- Ensure that all incidents and accidents are properly recorded and reported Investigate accidents and incidents and prepare reports;
- Develop health and safety monitoring systems. Implement preventative and remedial measures in the workplace;
- Ensure coordination of SHERQ inputs from all the Branches. Ensure coordination of training for emergency response teams in the Department.

**Enquiries:** Ms NP Ngcobo; Tel no: (012) 399 – 9875

**For attention:** Mr LI Letshedi

**Closing Date:** **23 April 2019**

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- All applications must be submitted on a signed **283 application form** (*click bold underlined text to download PDF form*) with a copy of a comprehensive CV, certified copies of qualifications, ID document as well as a Driver's License in order to be considered.
  - **Applications must be forwarded** to the Director-General, Department of Environmental Affairs, Private Bag X447, Pretoria, 0001 or hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria.
  - The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
  - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
  - Candidates shortlisted for the SMS post will be subjected to a technical exercise that intends to test relevant technical elements of the job.
  - Following the interview and the 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.
  - Furthermore, the person appointed to this position will be subjected to a security clearance, the signing of a performance agreement and an employment contract.
  - All shortlisted candidates will be expected to avail themselves for an interview at the Department's convenience.
  - The Department reserves the right not to make an appointment.
  - No e-mailed, faxed or late applications will be considered.
  - If you have not been contacted within three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful.