THE PRESIDENCY

The Presidency is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability). The candidature of persons whose transfer/appointment will promote representivity will receive preference. Candidates with disabilities are encouraged to apply. Candidates will be subjected to a security clearance up to the level of “Top Secret”.

APPLICATIONS: The Presidency, Private Bag x1000, Pretoria, 0001 or Hand deliver at Government Avenue, Union Buildings.

FOR ATTENTION: Ms Kefilwe Maubane

CLOSING DATE: 01 March 2019

NOTE: Applications must be submitted on form Z83 and should be accompanied by certified copies of qualifications, ID as well as a comprehensive CV in order to be considered. 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. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Shortlisted candidates will be subjected to a pre-employment screening and a Top Secret security vetting to determine the suitability of a person for employment. Failure to submit the requested documents will result in your application not being considered.

OTHER POST

POST 06/84: ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY

Directorate: Internal Security

SALARY: R356 289 per annum (Level 09)

CENTRE: Pretoria

REQUIREMENTS: A Senior Certificate plus a Bachelor’s Degree/National Diploma in Security Management or equivalent qualification on NQF level 6. A minimum of three (3) years supervisory experience in Health and Safety. Competencies: Must be professional, highly motivated, initiative and critical thinker who will be able to gather and analyse information skilfully; Have good interpersonal skills; Have excellent organizational and planning skills; ability to read and analyse official documents; have good presentation, facilitation and training skills; have average understanding of information security and document management; be able to work independently as part of a team and under pressure; have project management knowledge and experience; confidentiality, integrity and trust. Knowledge management: Problem solving and analysis; good computer and capturing skills; knowledge of classification of information. Knowledge of Treasury Regulations, project management, construction regulations, built environment, procurement directives and procedure; have effective oral and written communication skills; have advanced numeracy and budgeting skills. Knowledge of the National Strategic Intelligence Act 1994 (Act 39 of 1994); Protection of information Act 2000 (Act 84 of 2004); the National Vetting Strategy in the Public Service; Minimum Information Security Standards (MISS) and Criminal Procedure Act 1997 (Act 51 of 1997); Occupational Health and Safety Act; 1993 (Act 85 of 1993); have good knowledge of policy analysis and development and good office management skills.

DUTIES: The successful candidate will be responsible for implementing health and safety policy; identifying areas needing development of health and safety and developing health and safety related procedures. Ensuring statutory appointments are in place and functioning health and safety committee. Identifying areas without statutory appointees. Sending forms to section managers for the nomination of statutory appointees. Developing Appointment letters and issue to appointees and sub-committee meeting. Managing all statutory appointees; implementing health and safety steering committee’s charter; holding quarterly OHS sub-committee meetings and serving in the OHS steering committee. Coordinating training and awareness for all statutory
appointee’s awareness campaigns to all employees by using various communications platforms. Investigation and recording of incidents and facilitation of emergency preparedness plan; compiling and implementing incident reporting procedure; communicating reporting procedure to all employees; compiling quarterly incident register; finalising emergency plans for the organisation and have it approved; drafting emergency plans for all other Presidential sites; ensuring emergency equipment is in order; communicating emergency evacuation procedure and planning and executing an evacuation drill with stakeholders. Conducting inspections and risk assessments. Compiling inspection register for Safety Reps, First aiders and Fire Fighters; ensuring that Health and Safety Reps conduct monthly inspection; ensuring that First Aiders and Fire Fighters conduct quarterly inspections; conducting quarterly inspection; communicating identified non-compliances to stakeholders and relevant sections for rectifications; managing inspection register from appointees; conducting a baseline Risk Assessment and developing a risk register.

ENQUIRIES : Mr I Photo Tel No: (012) 308 1759