**ANNEXURE D**

**DEPARTMENT OF ENVIRONMENTAL AFFAIRS**

*The National Department of Environmental Affairs is an equal opportunity, affirmative action employer.*

**APPLICATIONS**

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.

**FOR ATTENTION**

Mr LI Letshedi

**CLOSING DATE**

23 April 2019

**NOTE**

Applications must be submitted on a Z83 form with a copy of a comprehensive CV, certified copies of qualifications and ID document in order to be considered. No faxed, e-mailed or late applications will be considered. The National Department of Environmental Affairs is an equal opportunity; affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the department through the filling of posts and candidates whose appointment/transfer will promote representivity will receive preference. 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 three 3 months after the closing date of the advertisement, please accept that your application was unsuccessful. Applicants shortlisted for SMS posts will be subjected to the following: a technical exercise that intends to test relevant technical elements of the job, screening and security vetting to determine their suitability for employment, including but not limited to criminal records; citizen status; credit worthiness; Previous employment (reference checks); and Qualification verification. The person appointed to this position will be subjected to a security clearance. SMS candidates will be subjected to a competency assessment test and the signing of a performance agreement and an employment contract (once appointed). The Department reserves the right not to make an appointment.

**MANAGEMENT ECHELON**

**POST 13/13**

**DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY**

**REF NO:** COO18/2018

**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