

KNYSNA MUNICIPALITY



Applications are hereby invited from suitably qualified individuals with enthusiasm for the following career opportunity in our dynamic organisation:

OCCUPATIONAL HEALTH & SAFETY OFFICER Human Resource Section DIRECTORATE CORPORATE SERVICES

**TASK GRADE 12
R279 192 to R362 328 (Basic Salary)
R417 835 to R525 213 (Total Cost to Council Package)
Applicable Municipal benefits will apply.**

KEY PERFORMANCE AREAS OF POST:

Rendering an Occupational Health and Safety (OHS) service to ensure compliance with the provisions of the OHS Act and to ensure a safe and healthy working environment by:

- Implementing the provisions of the OHS Act, OHS Regulations and health and safety standards
- Conducting regular inspections of every workplace and equipment for compliance with general and specific standards relating to the Occupational Health and Safety Act
- Facilitating and co-ordinating health and safety risk assessment by an approved inspection authority
- Anticipating, identifying and evaluating safety hazards or conditions arising from Municipal workplaces
- Reporting accidents to the Department of Labour as it is required in terms of Section 24 of the OHS Act
- Controlling OHS activities for contractors rendering services on behalf of Council to ensure their compliance with regard to OHS matters
- Assist in identifying training on OHS matters to ensure compliance by employees in terms of their roles and responsibilities with the provisions of the OHS Act
- Establishing and reviewing guidelines and effective measures relating to OHS matters
- Attending Human Resource Forum meetings to exchange ideas with other Municipalities
- Attending Seminars/workshops/training courses to enhance knowledge on OHS matters
- Input in formulating OHS related policies, procedures and guidelines for approval by Council
- Input into departmental budgeting on OHS matters to ensure effective running of OHS management system
- Administering claims for compensation with regard to injuries on duty and occupational diseases for medical costs and for permanent disablement or pension
- Administer an Employee Assistance Programme to ensure the overall well-being of employees

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

Grade 12

National Diploma in Safety Management or equivalent NQF 6 Occupational Health and Safety qualification

3 Years relevant experience (Municipal Experience will be an added advantage)

A valid Code EC Driver's License is a prerequisite

Knowledge and understanding of COIDA, HIRA and SHE Systems and tools

Incident Investigation skills

The successful candidate will be required to make use of his own transport.

All applications will be considered, but in terms of its Employment Equity Target the Municipality would prefer to appoint a Coloured or Indian female or an African or Indian Male if a suitable candidate in that category can be identified.

DIRECTION TO CANDIDATES:

All applicants **MUST** complete a Knysna Municipality application form. Applications must be accompanied by a comprehensive CV with certified copies of qualifications (**not older than 3 months**), copies of training, experience, competency and previous employment record. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

Application forms are obtainable from Reception at the Main Municipal Offices in Clyde Street, Knysna and the Municipal website: www.knysna.gov.za. Completed applications should be forwarded to the Human Resource Department, P O Box 21, Knysna, 6570 or Fax Number (044) 3026333 or email: knysna@knysna.gov.za.

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates.

CLOSING DATE: 25 MAY 2018

K CHETTY

MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.