



Knysna

Municipality || Munisipaliteit || uMasipala

inclusive || innovative || inspired

KNYSNA MUNICIPALITY

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

DIRECTORATE: CORPORATE SERVICES

OCCUPATIONAL HEALTH & SAFETY OFFICER
Task Level 12: R338 088 to R438 744 (Basic Salary)
R507 420 to R637 426 (Total Cost to Council Package)
Applicable Municipal benefits will apply.

MINIMUM QUALIFICATIONS & REQUIREMENTS:

NQF Level 6 qualification in Safety Management or related field • 3 Years relevant experience in safety management (Municipal Experience will be an added advantage) • A valid Code EC Driver's License is a prerequisite • Professional registration will be an added advantage • Knowledge and understanding of COIDA, HIRA and SHE Systems and tools • Knowledge of Ill Health and Disability Claims management * Incident investigation skills • The successful candidate will be required to make use of his/her own transport

KEY PERFORMANCE AREAS:

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 • Monitoring 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 • Administering claims for compensation with regard to injuries on duty an occupational diseases for medical costs and for permanent disablement or pension • Administer an Employee Assistance Programme to ensure the overall well-being of employees

All applications will be considered, but in terms of its Employment Equity Target, the Municipality would prefer to appoint an 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. A comprehensive CV with certified copies of qualifications (not older than 3 months), copies of training, experience, competency and previous employment record must accompany applications. Canvassing for appointment is strictly prohibited and any confirming thereof will disqualify the candidate.

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

Please note: Correspondence will **ONLY** be entered into with shortlisted candidates. Should candidates not be contacted within three months after the closing date, they may accept their application as unsuccessful.

CLOSING DATE: 28 MAY 2021

Mr DJ ADONIS

ACTING MUNICIPAL MANAGER

The Municipality reserves the right not to make an appointment.