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**INTERNAL /EXTERNAL ADVERT  
HEALTH SAFETY & SECURITY OFFICER  
THREE YEAR (3) FIXED TERM CONTRACT  
PATTERSON JOB GRADE C2: Ref No: HSS24/04  
R 353 018 CTC PER ANNUM**

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**HEALTH SAFETY & SECURITY OFFICER**

Reporting directly to the Head of Corporate Services, applications are invited from suitably qualified individuals for the Health Safety & Security Officer position that has become available in at the KZN Sharks Board.

**Minimum Requirement & Job Competences:**

- At least 3- 5 years of experience in a health and safety function with responsibilities in a multi-disciplinary project environment;
- Matric and completed National Diploma/Degree in Health and Safety or a related qualification;
- A thorough knowledge of the OHS Act and regulations (including construction regulations);
- Knowledge of the hazard identification and risk management process, incident causation phenomena and investigation procedure;
- Additional certificates such as First Aid, Fire Fighting, Risk Assessor, and Incident Investigator
- A valid code 08 driver's license;
- Willing to travel as per operational requirements;
- Able to work independently and under pressure, have good interpersonal skills and be a good team player; able to demonstrate good analytical skills and be able to deliver quality information whilst working under tight deadlines.

**Main Duties** (this is a brief summary and does not include all responsibilities assigned to the position):

- As per the OHS Act, provide a healthy and safe working environment for all employees, as well as making sure that all clients, visitors, and any other 3rd parties that enter the working environment do not have their health and safety compromised in any way.
- Develop, implement and monitor safety procedures, and policies.
- Identify unsafe conditions on a work site and conduct risk assessments/risk audits and inspections to identify work areas with high risk of operational hazard.
- Implement an incident management system to track and monitor safety incidents as and when they occur. Identify the root causes off all incidents and ensure continuous follow-ups are in order to immediately correct unsafe acts and conditions.
- Ensure that health and safety representatives are adequately trained, conduct safety meetings, and ensure reps are compliant with health & safety policies and procedures.
- Provide support to respective Management in preparation for external Occupational Health and Safety inspections.

- Conduct investigations and report injuries by completing the necessary paperwork and report this to the Department of Labour.
- Compile and maintain SHE Files, all supporting documentation and the communication thereof.
- Provide SHE training, awareness and inductions on site to employees, contractors, and other relevant parties.
- Prepare and report on monthly and quarterly management reports;

### **How to apply:**

Interested applications are encouraged to apply for posts through the online e-Recruitment system at [www.kznonline.gov.za/kznjobs](http://www.kznonline.gov.za/kznjobs). For all enquiries, please contact [recruitment@shark.co.za](mailto:recruitment@shark.co.za). The application should clearly state the position applied for and the corresponding reference number.

**Closing date: 3<sup>rd</sup> May 2024**

*No late applications will be considered. Correspondence will only be limited to shortlisted candidates. Should you not hear from us within 8 weeks days after the closing date, please consider your application to have been unsuccessful. **Selection will be made in terms of the entity's employment equity targets.** We reserve the right not to proceed with this application process. All shortlisted applicants will be subjected to pre-screening assessments.*

**“APPLICATIONS FROM PEOPLE LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY”**