

Notice Number:

Date of Advert:

Closing Date:

29/08/2022  
09/09/2022



## **uMshwathi Municipality**

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

### **OCCUPATIONAL HEALTH & SAFETY OFFICER**

**Salary Level T12: R 28 468.39 – R 36 953.54 per month**

In addition to the Basic Salary, successful applicants will receive, inter alia, the following benefits: Pension, Medical Aid, Housing Subsidy, 13<sup>th</sup> Cheque and other allowances where applicable.

#### **REQUIREMENTS:**

- Matric
- Minimum of NQF6 National Diploma in Environmental Health & Safety Management
- Minimum of 3 years relevant experience

#### **RESPONSIBILITIES:**

- Provide and maintain a workplace that is safe and without risk to the health and safety of municipal employees, to administer compensation for injuries on duty and occupational disease. Reduce accidents, remove and/or reduce hazardous conditions, which may cause illness or adverse effects to the health of employees who work on sites by:
  - Rendering Occupational Health & Safety services not only to ensure compliance with the provisions of the OHS Act, but also to ensure a working environment that is safe and without risk to the health of employees
  - Assist with formulating policies, procedures and guidelines for the approval of council
  - Anticipate, identify and evaluate hazards or conditions arising from municipal workplace/ stations which may cause injury, illness or adverse health effects to the employees or members of the public and/or may cause damage to property
  - Plan and conduct training needs analysis to ensure that all accidents are reported to the Provincial Department of Labour
  - Control OHS activities for contractors rendering services on behalf of council to ensure that they take full responsibility and liability with regards to OHS matters
  - Facilitate training on OHS to ensure employees and managers understand their roles and responsibilities and hazards attached to their jobs
  - Ensure that environmental pollution that may be caused by activities of the municipality is prevented
  - Facilitate and coordinate health and safety risk assessment by an approved inspection authority
  - Compile reports to be submitted to the relevant structures regarding OHS activities
  - Attend Provincial OHS forums
  - Administer claims for compensation with regards to injuries on duty and occupational diseases for medical costs, salaries during sick leave and for permanent disability or pension



Notice Number: 14022/2022  
Date of Advert: 29/08/2022  
Closing Date: 09/09/2022

Applicants are required to submit a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. A covering letter must be attached to the curriculum vitae, quoting the notice number and the position that the application is submitted for.

**Please address your application as follows:**

Applications in sealed envelopes clearly marked:  
Application for a vacant post of **Occupational Health & Safety Officer**  
Municipal Manager  
uMshwathi Municipality  
Private Bag x29  
Wartburg  
3233

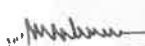
Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

**Further information can be obtained from Ms A Mkhize on: (033) 816 6800.**

Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, only application letters required. If you are not contacted within a month after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified.

Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit.

**Women and persons living with disabilities are encouraged to put forward their applications for this position.**

  
NM Mabaso  
Municipal Manager