



MASILONYANA LOCAL MUNICIPALITY

Masilonyana Local Municipality with its Head Office in Theunissen is an equal opportunity employer committed to the promotion of equity and equality. The municipality hereby invites applications from suitably qualified candidates for the following positions:

CORPORATE SERVICES: HUMAN RESOURCES DIVISION (INTERNAL/EXTERNAL)

1. HEALTH AND SAFETY OFFICER X1

Qualifications & Requirements:

- Grade 12 and appropriate accredited qualification in Safety Management (SAMTRAC, NADSAM, Modern SEQ Risk Management Course ((MSRM) and incident investigation qualification.
- Knowledge of Occupational Health and Safety Act and related legislation;
- Good human relations, interpersonal and communication skills
- Must have COVID -19 Compliance Certificate
- Two years relevant experience

Responsibilities: (This is a Summary of Job Description)

- Preparing health and safety directives maintaining related manuals;
- Developing systems to ensure employees comply with all relevant legal safety requirements;
- Developing an effective health and safety programme (SHE Plan) and strategies to ensure compliance with the requirements of the Occupational Health and Safety Act (OHS Act) and related statutory obligations, communicating changes in legislation to management;
- Visiting specific workplaces, premises and facilities observing potential and/or unsafe acts, conditions and hazards;
- Recording outcomes of corrective and preventative actions and conducting audits and surveys to minimize risk and ensure compliance with laid down procedures;
- Establishing health and safety committees and appointing safety representatives for relevant workplaces;
- Ensuring emergency planning are in place as well as drill practice take place within all different departments;
- Receiving reports of accidents, injuries and dangerous occurrences and determining their causes and making recommendations for improving recurrence preventing and controls;
- Maintaining a system for recording, reporting and investigating injuries, accidents and dangerous occurrences and providing statistical summaries to management and health and safety committees and drawing attention to significant trends and occurrences;
- Communicating with employees during formal awareness initiatives and making available information and advice on acceptable practices and procedures;
- Participating in various meetings (internal and external forums, seminars, workshops, etc.)and providing comments/opinions on matters affecting or concerning the functionality;
- Compiling measurable statistics of all workplace incidents, accidents and hazards in order to review effectiveness measures;

- Preparing material to be used in health and safety induction programme for new employees;
- Developing an Employee Assistance Program (EAP) strategy for the Municipality;
- Planning and implementing of an annual EAP;
- Compiling EAP monthly report to form part of HR monthly report;
- Supporting all role players involved in harassment cases;
- Ensure that the typed minutes is tabled at the next meeting for approval where after it must be signed by the Chairperson.
- Ensure that original agendas and minutes is filed and kept safe for future use and compliance.

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Salary: R258 078,69 p.a

Enquiries can be directed to the Manager HR, Mr G.M Tjolo at 057-7330106/7 during office hours.

Besides the salary that is offered, the municipality will also contribute towards pension fund and medical aid contributions under certain conditions. The municipality further also give housing subsidy under certain condition and in line with the Collective Agreement as may be amended from time to time.

Interested suitable qualified and experienced persons can submit their applications and detailed CV's with certified copies of their qualifications to the following address:

Municipal Manager PO Box 8, Theunissen, 9410, or applications can be hand delivered at HR offices in Theunissen.

Applications must be submitted in sealed envelopes clearly marked "Job application"

No e-mails, faxes or late submissions will be accepted.

Closing date: 12 October 2020

Applicants must note that should they not receive feedback after 3 months from the closing date that their applications were not successful. The municipality reserves the right not to appoint.



P.S TSEKEDI
MUNICIPAL MANAGER