

DIRECTORATE: CORPORATE AND SHARED SERVICES

POSITION : OHS OFFICER
SECTION : OCCUPATIONAL HEALTH AND SAFETY
REFERENCE : CSS/OHS/08/11/24
REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 5 OF
MERAFONG CITY LOCAL MUNICIPALITY (R 465 496.63 PER ANNUM,
EXCLUDING BENEFITS)

REQUIREMENTS: Grade 12 • A 3 year qualification in Diploma/Degree in Occupational Health and Safety Management or Social Science and/or related field • Computer Literacy; MS Office • 2-5 years relevant legal experience required. • Valid Drivers license.

RESPONSIBILITIES: Enforcing health and safety laws and regulations. • Reviewing and make decisions regarding situations of risks and occupational hazards which will cause danger to the worker. • Providing advice regarding the development of wellness, and safe and healthy practices. • Inspecting workplace to ensure equipment, materials and processes does not present a safety and health hazard. • Investigating health and safety-related complaints. • Enforcing health and safety laws and regulations. • Reviewing and making decisions regarding situation of risks and occupational hazards which will cause danger to the workers. • Providing advice regarding the development of wellness, and safe and health practices. • Encouraging managers, supervisors and employees to participate in occupational health and safety and employee wellness programmes. • Investigating workplace facilities and serious injuries. • Coordinating and monitoring functional OHS and wellness committees. • Coordinating and facilitates OHS training to representatives and First Aiders. • Ensuring compliance with all related and relevant legislation. • Building capacity and organise awareness on employee wellness. • Managing resources (Physical, human and financial). • Administering injury on duty claims and ensuring employees comply with the process • Liaison with Compensation of Injuries and Diseases Act by submitting and following up employees claims.

COMPETENCIES: COMPETENCIES: Core Professional Competencies • Organisational Awareness • Consulting • Planning and Organising • Monitoring and Control • Negotiation • Oral Communication • Written Communication • Functional Orientation Competencies • Change Management • HR Technology/Information Management • HR Service Delivery • Strategic HR Management • Talent Management • Workforce Planning • Learning Development • Occupational and Health Safety • Compensation and Benefits Management • Performance Management • Industrial and Labour Relations • Public Service Orientation Competencies • Interpersonal Relationships • Communication • Service Delivery Orientation • Personal Competencies • Action and Outcome Orientation • Conflict Management • Resilience • Learning Orientation • Accountability and Ethical Conduct • Problem Solving and Analysis.