



National Student Financial Aid Scheme

Job Specification & Recruiting Profile of Vacancy

28 April 2020

The following vacancy exists at NSFAS in Cape Town.

Position	Occupational Health and Safety Officer	Type & Grade	Grade 8 (Permanent)
Vacancy No	4 of 2020/21	Department & Unit	Facilities Management

POSITION OVERVIEW:

Reporting to the Facilities Manager, the successful incumbent will be responsible for maintaining a healthy and safe working environment for all NSFAS employees in compliance of the Occupational Health and Safety Act, related legislation and guidelines, and to ensure that all the rules and regulations that apply to the health and safety in the work place are met and adhered to by all working or entering the workplace environment.

In addition, the successful applicant will be required to ensure that the NSFAS premises is hazard-free, conduct safety checks on work areas and equipment, takes steps to mitigate risks in the future and keep abreast of current occupational Health & Safety legislation and requirements to ensure compliance.

RESPONSIBILITIES:

The Occupational Health and Safety Officer duties will include but is not limited to:

- Assist with the development of environmental health and safety policies, standard operating procedures, training sessions and general environmental health and safety information.
- Developing, implementing, and improving the health and safety plans, programmes and procedures in the workplace.
- Participate in the identification of environmental health and safety issues, deficiencies and hazards by periodically inspecting the workplace.

-
- Bring identified issues, deficiencies / hazards to the attention of the person responsible for the area & or item.
 - Assist as necessary to ensure that the issues, deficiencies or hazards are resolved.
 - Ensure that monthly inspections of fire extinguishers, hose cabinets and first aid kits are carried out.
 - Assist the department by following up on any deficiencies noted during inspections to ensure they are corrected by those responsible for the area or the item.
 - Assist managers with the preparation and completion of incident/accident and other reports to ensure they are submitted in a timely manner.
 - Conduct safety drills and train staff to deal with any kind of emergency
 - Assist in investigating accidents or injuries that occur in the workplace.
 - Assist in the establishment of workplace safety and health committees
 - Liaise with management, staff and trade unions on various aspects of Health and Safety.
 - Ensuring compliance with the Occupational Health and Safety Act, related legislation and guidelines.
 - Identifying OHS-related training needs in the workplace and assist with safety drills and train personnel to deal with any kind of emergency
 - Conducting safety inspections and risk assessments.
 - Investigate accidents and injuries that occur in the workplace.
 - Liaise with management, staff and trade unions on various aspects of Health and Safety matters.
 - Reporting on OHS-related activities.
 - Guide employees on Health and Safety matters

DESIRED SKILLS AND EXPERIENCE

Minimum requirements:

- A three year post matric qualification in Occupational Health and Safety, Environmental Health and Safety, Safety Management or related qualification
- 5 years' experience in a similar role within a Corporate environment
- Valid driver's license
- Knowledge of OHS Act and related legislation
- Certificates in Health and Safety, First Aid and Fire Marshal/Evacuation

Beneficial skills and experience:

- Health & Safety Audits
 - Health and Safety meetings
 - Hazard Identification Risk Analysis
 - Inspections and Statistics
-

Core Competencies:

- Planning, coordination and execution
- Auditing and inspecting
- Reporting
- Organizing and presenting information
- MS Office proficiency
- In-depth knowledge of applicable legislation
- Effective judgment and decision-making
- Good oral and written communication skills.
- Ability to maintain effective work relationships.
- Knowledge of workplace safety and health issues.
- Knowledge of the interface between labour and management in the workplace

REMUNERATION & BENEFITS

Remuneration Package:

R 443 449 to R 522 363 per annum

Total Cost to Company per annum inclusive of all benefits and company contributions.

PLEASE NOTE

Closing date: 12 May 2020

Interested applicants should send detailed Curriculum Vitae, copies of academic qualifications and names of three contactable referees to Ms. Nokulunga Mtse via email jobs@nsfas.org.za. NSFAS do not consider late applications. Staff on Leave must ensure that they check the NSFAS portals for advertised vacancies and familiarize themselves with the respective closing dates. NSFAS only corresponds with Shortlisted Candidates. If you do not hear from NSFAS within 2 months of the closing date, please consider your application unsuccessful.

** NSFAS committed to employment equity. Preference will be given to candidates who improve employment equity considerations **



National Student Financial Aid Scheme

10 Brodie Road, House Vincent, 2nd Floor, Wynberg, Cape Town, 7700 | Private Bag X1, Plumstead, Cape Town, 7800

Tel No.: 0800 067 327 | 021 763 3200 | Email: jobs@nsfas.org.za
