

## MOSSEL BAY MUNICIPALITY

Mossel Bay Municipality, an employer committed to equal employment, invites persons to apply for the undermentioned vacancy

# **OCCUPATIONAL HEALTH AND SAFETY OFFICER** **(CORPORATE SERVICES)**

**APPLICANTS RESIDING WITHIN THE BOUNDARIES OF THE WESTERN CAPE WILL RECEIVE PREFERENCE**

## **REQUIREMENTS**

(Relevant proof / documentation must accompany application)

- National Diploma (NQF Level 6) in Occupational Health and Safety with Construction Safety as part of the Qualification
- SAMTRAC certificate
- Valid Code B driving license
- Proficient in at least two (2) of the three (3) official languages of the Western Cape
- Computer literate (MS Office applications)
- Knowledge of the Occupational Health and Safety Act with hazard identification and risk assessment skills
- Ability to work independently and without supervision
- Good supervisory, management and problem-solving skills
- Minimum of five (5) years' experience in Key Performance Areas as specified below (*please specify Key Performance Areas and dates on CV*)
- Technical background in maintenance and construction processes

## **KEY PERFORMANCE AREAS**

- Render Occupational Health and Safety services to ensure compliance with relevant legislation, collective agreements and council policy
- Establish and maintain a safe and healthy working environment
- Coordinate, implement and maintain a comprehensive Occupational Health and Safety program and strategies designed to prevent injuries in the workplace
- Establish and maintain the functioning of Health and Safety committee
- Coordinate Health and Safety meetings
- Present and/or coordinate health and safety training in all divisions
- Investigate complaints received from employees with regards to health and safety issues
- Conduct general inspections to identify health and safety matters and to ensure compliance with statutory legislation
- Perform job observations to identify possible hazards and training needs
- Administer injury on duty claims
- Informal and formal reporting
- Interact diplomatically with various stakeholders to assist, advise and convey information
- Performance management and supervision of subordinates
- Manage Occupational Health and Safety on construction projects where contractors are appointed

**SALARY SCALE:** R337 866.72 – R438 548.64 per annum (T12)

**CLOSING DATE:** 1 OCTOBER 2021  
(No applications received after 13h00 will be accepted)

## **GENERAL:**

- Shortlisted candidates may be subjected and required to undergo a theoretical and/or practical test, including a driving skills test.
- ***Notwithstanding any representations to the contrary, no employment contract will come into effect***

*until a written offer has been made by the municipality to, and accepted by, the applicant.*

- **Applications in writing on the official application form and accompanied by a comprehensive CV**, which will be regarded as confidential, must be directed to: The Senior Manager Human Resources, P O Box 25, Mossel Bay, 6500. These conditions are compulsory and **failing to comply will automatically lead to disqualification of the applicant.**
- Application forms are available on the Municipal website ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) or electronically available from the contact persons mentioned hereunder. Original certified copies of proof of qualifications and other required documentation must accompany the CV and application form
- **Electronic applications may be e-mailed to [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za).** Successfully shortlisted candidates who applied electronically must provide the **original** certified copies of qualifications and other required documentation on or before the date of the practical test.
- For equity purposes please indicate your race, gender and disability status on the application form.
- Further details are obtainable from Ms N Bouwer or Ms J Ruiters at telephone number (044) - 6065000.
- If applicants are not contacted within 40 days of the closing date, it can be accepted that they were not successful.
- The Mossel Bay Municipality is committed to comply to the requirements of the Employment Equity Act, No. 55 of 1998, for the advancement of previously disadvantaged and disabled persons.

MR. S NAIDOO  
ACTING MUNICIPAL MANAGER

**MOSELBAAI MUNISIPALITEIT**  
**Mosselbaai Munisipaliteit, 'n werkgewer verbind tot gelykheidsindiensneming nooi**  
**persone om vir die ondergemelde vakature aansoek te doen**

## **BEROEPSGESONDHEID EN VEILIGHEIDSBEAMPTE** **(KORPORATIEWE DIENSTE)**

**AANSOEKERS WOONAGTIG BINNE DIE GRENSE VAN DIE WES-KAAP SAL VOORKEUR GENIET**

### **VEREISTES**

(Verwante bewys / dokumentasie moet aansoek vergesel)

- Nasionale Diploma (NQF Vlak 6) in Beroepsgesondheid en Veiligheid met Konstruksieveligheid as deel van die Kwalifikasie
- SAMTRAC Sertifikaat
- Geldige Kode B Bestuurderslisensie
- Vlot in ten minste twee (2) van die drie (3) amptelike tale van die Wes-Kaap
- Rekenaargeletterd (MS Office toepassings)
- Kennis van die Wet op Beroepsgesondheid en Veiligheid met gevaaridentifisering en risiko assesseringsvaardighede
- Vermoë om onafhanklik en sonder toesig te werk
- Goeie toesighouding, bestuur en probleemoplossingsvaardighede
- Minimum vyf (5) jaar ondervinding in Sleutel Prestasieareas soos hieronder gespesifiseer (*spesifiseer asseblief sleutelprestasie areas en datums in CV*)
- Tegniese agtergrond in instandhouding en konstruksieprosesse

### **SLEUTEL PRESTASIE AREAS**

- Verrig Beroepsgesondheid en Veiligheidsdienste om voldoening aan verwante wetgewing, kollektiewe ooreenkomste en Raadsbeleid te verseker
- Vestig en onderhou 'n veilige en gesonde werksomgewing
- Koördineer, implementeer en instandhouding van 'n omvattende Beroepsgesondheid en Veiligheidsprogram en strategië ontwerp om beserings in die werkplek te voorkom
- Vestig en onderhou die funksionering van Gesondheid en Veiligheidskomitee
- Koördineer Gesondheid en Veiligheidsvergaderings
- Aanbied en/of koördineer gesondheid- en veiligheidsopleiding in alle afdelings
- Ondersoek klagtes ontvang van werknemers met betrekking tot gesondheid en veiligheidskwessies
- Voer algemene inspeksies uit om gesondheid en veiligheidskwessies te identifiseer en om voldoening aan statutêre wetgewing te verseker

- Voer werksobservasies uit om moontlike gevare en opleidingsbehoefte te identifiseer
- Administreer besering-aan-diens eise
- Formele en informele rapportering
- Diplomatieuse interaksie met verskeie belanghebbendes vir bystand, advies en oordra van inligting
- Prestasiebestuur en toesig van ondergeskiktes
- Bestuur Beroepsgeondheid en Veiligheid op konstruksieprojekte waar kontrakteurs aangestel is

**SALARISSKAAL: R337 866.72 – R438 548.64 per jaar (T12)**

**SLUITINGSDATUM: 1 OKTOBER 2021  
(Geen aansoeke ontvang na 13h00 sal aanvaar word nie)**

**ALGEMEEN:**

- Kortlys kandidate mag onderwerp word en van vereis word om 'n teoretiese en/of praktiese toets, insluitend 'n bestuursvaardigheidstoets te ondergaan.
- ***Nieteenstaande enige verteenwoordiging tot die teendeel, sal geen dienskontrak in werking tree totdat 'n skriftelike aanbod deur die Munisipaliteit gemaak word aan, en deur die aansoeker aanvaar is nie.***
- **Skriftelike aansoeke op die amptelike aansoekvorm tesame met 'n omvattende CV** wat as vertroulik beskou sal word, moet gerig word aan: Die Senior Bestuurder: Menslike Hulpbronne, Posbus 25, Mosselbaai, 6500. Hierdie voorwaardes is verpligtend en versuim om daaraan te voldoen sal outomaties tot diskwalifikasie van die aansoeker lei.
- Aansoekvorms is beskikbaar op die Munisipale web-tuiste ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) of van die kontakpersone hieronder genoem. Oorspronklike gesertifiseerde kopië van bewys van kwalifikasies moet die CV vergesel.
- **Elektroniese aansoekvorms kan gestuur word aan ([admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)).** Suksesvolle kortlys kandidate wie elektronies aansoek gedoen het, moet die **oorspronklike** gesertifiseerde afskrifte van kwalifikasies en ander vereiste dokumentasie voor of op die datum van die praktiese toets voorsien.
- Vir gelykheidsdoeleindes, dui asseblief u ras, geslag en gestremde status aan.
- Verdere besonderhede is verkrygbaar by Me N Bouwer of Me J Ruiters by telefoonnommer (044) - 6065000.
- Indien aansoekers nie binne 40 dae na die sluitingsdatum gekontak word nie, kan aanvaar word dat die aansoek onsuksesvol was.
- Die Mosselbaai Munisipaliteit is verbind tot die nakoming van die vereistes van die Wet op Diensbillikheid, Nr. 55 van 1998, vir die bevordering van voorheen benadeelde en gestremde persone.

MNR. S NAIDOO  
WAARNEMENDE MUNISIPALE BESTUURDER

**UMASIPALA WASEMOSEL BHAYI**

**UMasipala waseMossel Bhayi, njengomqeshi ozibopheleleyo kwingqesho ngokulingana umema abantu ukuba benze izicelo zesi sithuba silandelayo**

**IGOSA LEMPILO NOKHUSELEKO EMSEBENZINI:  
(IINKONZO EZIDITYANISIWEYO)**

**(ABENZI-ZICELO ABAHLALA PHAKATHI KWEMIDA YASE NTSHONA-KAPA BAYA KUQWALASELWA KUQALA)**

**IIMFUNO / OKULINDELEKILEYO**

(Ubungqina obufanelekileyo / amaxwebhu abubungqina kufuneka ahambe nesicelo sakho)

- IDiploma yeSizwe (iNqanaba 6) kwiMpilo eMsebenzini kunye noKhuseleko eMsebenzini kunye noKwakha ukhuseleko kufuneka lube yinxalenye yesiqu semfundo
- isiQinisekiso se SAMTRAC
- Iimpepha-mvume zokuqhuba zeNqanaba B
- Ube ugqibelele kwiilwimi ezimbini (2) kwezintathu (3) ezisesikweni eNtshona-Kapa
- Ulwazi ngeNgqondo-mtshini i(Khompuyutha) {Imisebenzi ka – MS Office}

- Ulwazi loMthetho weMpilo noKhuseleko eNgqeshweni (OHS) kwakunye nokubhaqa iingozi kwakunye nezakhono zokuvavanya umngcipheko
- Ube uyakwazi ukusebenza wedwa ngaphandle kokulandelelwa nokuqatshelwa
- Izakhono ezigqibeleleyo zokuphatha , ezolawulo kunye nezokusombulula iimbambano
- Ubuncinane amava eminyaka emihlanu (5) kwiiNdima eziphambili zomsebenzi njengokuba kucacisiwe apha ngezantsi (*nceda uphawule iiNdima Eziphambili Zomsebenzi kunye nemihla yazo kwi-CV yakho*)
- Amava angaphambili ekulungiseni nakwiinkqubo zokwakha

## **IINDIMA EZIPHAMBILI ZOMSEBENZI**

- Ukunikezela iinkonzo zempilo nokhuseleko emsebenzini ukuqinisekisa ukuthotyelwa komthetho ochaphazelekayo, izivumelwano zabaqeshwa kunye nomgaqo-nkqubo weBhunga
- Ukumisela kwanokugcina umoya omhle wokhuseleko nempilo emsebenzini
- Ukulungelelanisa, ukufezekisa kwanokugcina inkqubo ecacileyo yempilo nokhuseleko emsebenzini kwakunye neendlela zokuthintela umonzakalo emsebenzini
- Ukuqalisa kwanokugcina ukusebenza kweekomiti zempilo nokhuseleko emsebenzini
- Ukulungelelanisa nokulungiselela iintlanganiso zempilo nokhuseleko
- Ukunikezela / ukuququzelela uqeqesho ngempilo nokhuseleko kuwo onke amacandelo
- Ukuphanda izikhalazo ezivela kubaqeshwa malunga nemibandela yempilo nokhuseleko
- Ukwenza uhlolo jikelele ekuqwalaseleni imibandela yempilo nokhuseleko ukuqinisekisa ukuthotyelwa komthetho omiselweyo
- Ukuqwalasela imisebenzi ngenjongo yokufumanisa iingozi ezinokwenzeka kwakunye neemfuno zoqeqesho
- Ukusebenza ngamabango omonzakalo engqeshweni
- Ukwenza ingxelo engekho sesikweni kunye nesesikweni
- Ukuqhagamshelana ngendlela enzulu kunye nabo bonke abathabathi-nxaxheba ekuncediseni, ekucebiseni nasekubambiseni ulwazi
- Ukulawula umgangatho womsebenzi kwanokulawula abangaphantsi kwakho
- Ukulawula Impilo Nokhuseleko eNgqeshweni (OHS) kwiprojekthi zokwakha apho kuqeshwe khona oonokontra

**UMLINGANISELO WOMVUZU: R337 866.72 – R438 548. 64 ngonyaka(T12)**

**UMHLA WOKUVALA: 1 OKTOBHA 2021**

**(Izicelo ezifunyenwe emva kwentsimbi ye 13h00 aziyi kwamkelwa)**

## **GABALALA:**

- Abagqatswa/abenzi-zicelo abathe bafakwa kuluhlu olufutshane baya kulindeleka ukuba benze uvavanyo lomsebenzi ngezandla nangomlomo. ***Nangona kungakho nalo naluphina ummelo, akukho sivumelwano sengqesho siyakusebenza phambi kokuba esi sinikezelo sibe samkelwe ngulowo sithe samkelwa isicelo sakhe.***
- Izicelo ezibhaliweyo kwifomu esesikweni nezikhathshwayi-CV egqibeleleyo, neyakuthatyathwa njengeyimfihlo, kufuneka zingeniswe ku: The Senior Manager (Human Resources), P.O. Box 25, Mossel Bay, 6500. Le miqathango isisinyanzelo kwaye ukusilela ukuyithobela kuyakukhokelela ekukhatyweni kwesicelo sakho.
- lifomu zezicelo ziyafumaneka kwikhasi lothungelwano likaMasipala ([www.mosselbay.gov.za](http://www.mosselbay.gov.za)) okanye ungazithunyelwa nge-imeyile xa uthethe waqhagamshelana nomntu ochazwe apha ngezantsi.
- likopi zeziqinisekiso zeziqumfundo neziqinisekisiweyo njengeziyinyaniso kufuneka zikhaphe iCV yakho.
- **Izicelo ezenziwa ngobuchwepheshe zingathunyelwa nge-imeyile ku [admin@mosselbay.gov.za](mailto:admin@mosselbay.gov.za)**

- Ngesizathu sengqesho ngokulingana nceda uphawule uhlanga,ubuni kunye nokhubazeko.
- Iingombolo ezithe vetshe ungazifumana kuNkszn N Bouwer okanye uNkszn J Ruiters kule nombolo yomnxeba (044)606 5000.
- Ukuba akufumenanga mpendulo kwisicelo sakho kwisithuba seentsuku ezingama-40,ungathabatha ukuba isicelo sakho asamkelekanga.
- uMasipala waseMossel Bhayi uzibophele kwingqesho ngokulingana kwaneemfuno zoMthetho weNgqesho ngokulingana,Nombolo 55 ka 1998, ngenjongo yokuxhamlisa abo bebekade behlelelekile ngaphambili kunye nabakhubazekileyo.

**MNU S NAIDOO**  
**IBAMBELA - MPHATHI KAMASIPALA**