

EXTERNAL CIRCULATION

DIRECTORATE: CORPORATE SERVICES

POST DESIGNATION: HUMAN RESOURCES OFFICER- OHS

PERMANENT APPOINTMENT

REFERENCE: CORP T12 04/05/2023

WC2183

Salary : R 375 600 – R487 584 per annum T12

Additional Service Benefits : Medical Aid, Pension, Housing Allowance (subject to prescribed requirements), 13th cheque, and Group Life Insurance

MINIMUM REQUIREMENTS:

- Relevant 3-year tertiary qualification in Human Resources Management or Related field (Occupational Health and Safety)
- Computer Literacy
- Valid Driver's License
- Minimum 2 years relevant experience required

COMPETENCIES:

- **Core Professional Competencies**- Organisational Awareness, Consulting, Planning and Organising, Monitoring and Control, Negotiation, Oral and written communication,
- **Functional Competencies** -Change Management, HR Technology, HR Service Delivery, Strategic HR Management, Learning and development, Occupational Health and Safety, Compensation and Benefits Management, Performance Management, Employee wellness, Industrial and Labour Relations.
- **Public Service Orientation**- Interpersonal Relationships, Service Delivery Orientation.
- **Personal Competencies** – Action and Outcome Orientation, Conflict Management, Resilience, Learning Orientation, Accountability and Ethical Conduct, Problem Solving and Analysis.

KEY PERFORMANCE AREAS

- To establish and maintain a safe and health working environment for all employees of the municipality-Administration and Secretariate functions.
- Arrange for compliance Audit, Hazard identification and Risk Assessment.
- Ensure that all sites/offices/departments have emergency evacuation plans in place and assist with annual emergency drills and outcomes in conjunction with fire department.
- Accompany Department of Labour and services providers on health and safety audit and surveys.
- Monitor high risk elements to ensure that sufficient controls are in place to reduce any risks by proactive reporting, toolbox meetings, controls, regular spot checks, Monthly meetings.
- COIDA Administration- Ensure that forms WCL1 and WCL2 are forwarded to the Provincial Director as required in terms of Section 8 of the General Administration Regulations of the Occupational Health and Safety Act.
- Establish training matrix for OHS in all directorates.
- Ensure all incidents are investigated and reported- evaluate and report LTI to the Department of Labour and Employment.
- Accompany Department of Labour and employment as well service providers on inspections
- Information and Statistics- arrange and interpret information to formulate summaries in respect of Occupational health and safety.
- Ensure medical surveillance and biological monitoring is conducted.
- Prepare policies, standards and procedures to ward the establishment of SHE (Safety Health Environment System).
- Assist with incapacity procedure in respect to Injuries on duty.
- Present induction programmes for new engagements to the organisation.
- Conduct awareness sessions for Health and Safety within the organisation.

SPECIAL CONDITIONS ATTACHED TO THE POST

- Legislative competencies:
(OHS Act 85 of 1993)

ENQUIRIES: MS. J KIEWIT (044 801 1013)

INSTRUCTIONS TO APPLICANTS

Applicants must submit a formal application form with all fields completed and a comprehensive CV, certified copies (not older than 6 months) of relevant qualifications, identity document and driver's license, if applicable. applications must be submitted **electronically** preferably as one PDF document to recruitment@george.gov.za. Application forms can be obtained from the Municipal website, www.george.gov.za and must reach the Human Resource Department on or before **12 June 2023** at 12:00pm. **Applicants must clearly state the reference number and position title in the subject line of the email.**

Only electronic applications will be accepted.

Disqualification:

Please note that the following will lead to disqualification:

Not using the formal application form.

Non-submission of required documents or submission of fraudulent documents.

Canvassing of Councilors and/or officials with the aim to be appointed.

Non-adherence to the instructions on the advertisement.

NB: Please note, where necessary, shortlisted candidates will be subjected to a screening and vetting process. By applying for this position, candidates agree to background checks being performed which will include reference and other relevant checks.

The Municipality reserves the right not to make an appointment.

Should you not hear from us within 3 months of the closing date, kindly regard your application as being unsuccessful.

George Municipality is an equal opportunity employer which subscribes to the principle of affirmative action and Employment Equity. Preference will be given to applicants from the designated/under - represented groups.

The appointment will be subject to the need for signing of an employment contract and, where applicable, a performance agreement and disclosure of benefits and interest.

CLOSING DATE: 12 June 2023