



UMASIPALA **MTHONJANENI** MUNICIPALITY  
MUNISIPALITEIT

Applications are invited from suitable qualified persons for the following position:

**OCCUPATIONAL HEALTH AND SAFETY OFFICER**

**SALARY NOTCH T10: R 182 077.80 – R 236 366.04 per annum** plus normal benefits

**ESSENTIAL REQUIREMENTS:**

- Grade 12
- National Diploma in Occupational Health and Safety or Equivalent
- Computer literacy
- At least 2-3 years experience in the Occupational Health & Safety Environment
- Knowledge of relevant Occupational Health & Safety legislation
- Fluency in both English and IsiZulu
- Communication both verbal and written skills
- Valid driver's licence

**KEY PERFORMANCE AREAS**

- Develop occupational health and safety systems, including policies and procedures
- Promote occupational health and safety within the Municipality
- Making presentation to employer or health and safety committee on matters arising from workplace
- Making presentation to employer on general matters affecting health and safety of employees at the workplace
- Inspecting the workplace including any article, substance, plant machinery or health and safety equipment at workplace with view to the health and safety employees at such intervals as may be agreed upon with employer.
- Assist the Municipality in complying with the current health and safety legislation and /or regulations with objective of ensuring that reasonable and proper measures are taken to protect the safety and health of staff and visitors.
- Investigate and report all injuries/ accidents occurring to staff and/or visitors.
- Coordinate the rehabilitation of workers after accidents or injuries and ensure they experience a smooth return to work
- Responding to employee's safety concerns.
- Conducting the safety inspections

Further information can be obtained from the Human Resources Officer Mrs J Ndlovu - Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: **The Municipal Manager, Mthonjaneni Municipality, PO Box 14, Melmoth, 3835.**

  
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**P P SIBUYA**  
**MUNICIPAL MANAGER**

*No e-mailed or faxed applications will be accepted.*

Should you not be contacted within a period of thirty (30) days after the closing date, your application should be deemed to have been unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

**CLOSING DATE: 07 JULY 2017**