Safety, Health, Environment and Quality (SHEQ) Officer

The above mentioned position is available in the Infrastructure and Facilities Management (IFM) Department at Robben Island Museum (RIM). The incumbent will report to the Senior Manager: IFM and the CEO, will be responsible for Occupational Health and Safety Compliance at Robben Island Museum. Their role will be to ensure that there is a safe working environment for RIM employees, visitors of Robben Island, contractors and other relevant parties.

Duties and Responsibilities:

- Ensuring ongoing and continual improvement with regards to Occupational Health and Safety;
- Developing, implementing, and improving the health and safety plans, programmes and procedures in Robben Island and all other administrative offices;
- Ensuring compliance with relevant health and safety legislation;
- Identifying OHS-related training needs in the workplace;
- Conducting safety inspections and risk assessments;
- Investigating workplace accidents;
- Reporting on OHS-related activities;
- Assisting in compliance reviews, general risk assessments and other safety assessments to support Health;
- Maintaining relevant OHS logs and documentation;
- Assisting in the compliance of applicable laws and regulations;
- Preparing applicable OHS reports as necessary;
- Providing assistance and advice on OHS issues to make recommendations to facility management;
- Participating in detailed incident investigations and Root Cause Analysis;
- Promoting incident prevention for the benefit of employees and visitors;
- Assisting in the development and presentation of relevant OHS training;
- Observing OHS regulations, wears all required safety equipment, encourages safe working practices, corrects obvious hazards immediately or reports them to the proper personnel;
- Implementing the Integrated Disaster Risk Management Plan recommendations and plans;
- Ability to read, analyse and interpret general business periodicals, professional journals, technical procedures or governmental regulations;
- Ability to write reports, business correspondence and procedures;
- Ability to effectively present information and respond to questions from management, customers and the general public;
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form;
- Experience with security related software and alarm systems;
- Understanding of risk management, ISO 14001 or OHSAS 18001;

Experience and Technical skills:

- Relevant degree/diploma relating to Health and Safety;
- A minimum of 3 years post graduate experience in managing Occupational Health and Safety;
- Knowledge of OSHA requirements and experience with managing safety programmes;
- Ability to read, analyse and interpret general business periodicals, professional journals, technical procedures or governmental regulations;
- Ability to write reports, business correspondence and procedures;
- Ability to effectively present information and respond to questions from management, customers and the general public;
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instruction furnished in written, oral, diagram, or schedule form;
- Experience with security related software and alarm systems;
- Understanding of risk management, ISO 14001 or OHSAS 18001;
- Understanding and experience in incident investigation;
- Ability to use root cause analysis process will be advantageous;
- Formal Training or Certification as an auditor to perform HSE audits will be advantageous;
- Proficiency in word processing, Project Management Applications, Spreadsheets, report writing and presentations skills;
- Management and leadership skills.

RIM is an EE, AA, and employer and reserves the right not to make an appointment if suitable candidate(s) are not found. Forward a detailed CV, accompanied by Certified Copies of your ID and Qualification Certificates as well as contactable referees, to recruitment@robben-island.org.za by no later than 21 March 2019. Please note your attachment should not exceed 10 MB. If you do not hear from us within 30 days, please consider your application unsuccessful.