

Garden Route District Municipality is fully committed to Employment Equity.

Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation.

Applications are invited for the following vacancy in the Corporate Services Department.

**ADVERTISEMENT
ASSISTANT HR PRACTITIONER: OCCUPATIONAL HEALTH & SAFETY
(GEORGE)**

Salary: R 279 470,16 – R 362 779.44 per annum (T11)

Minimum requirements:

- Relevant 3 year tertiary qualification in Safety Management /Occupational Health & Safety (NQF 6) / Human Resources Management (NQF 6) and SAMTRAC (NQF 5) qualification
- 2 years' experience in an Occupational Health and Safety Environment
- Registration to a safety institute such as SAIOSH will be an advantage.
- Computer Literacy
- Language proficiency in at least two of the official three languages of the Western Cape. (Afrikaans, isiXhosa and English)

Duties:

- To assist in establishing the guidelines on methods and procedures for developing and implementing Occupational Health and Safety System and programmes in the Municipality within the boundaries of the OHS Act
- Send all relevant documentation and Communication is send to the Department of Labour as per the Occupation Injury and Disaster Act.
- Assist Supervisor insuring Safety Health Environment Objectives and targets through detailed performance requirements, quantified practicable applicable to the Municipality or part thereof that arises from safety and health objectives and that needs to be set and met in order to achieve those objectives
- To assist in ensuring that the Occupational Health and Safety plan is adhered to by insuring financial budgeting for OHS related activities is in place
- To assist developing communication through reports and other functions the Occupational Health and Safety Management Progress as well as changes to the Occupational Health & safety Act and Applicable regulations
- Assist in ensuring that all required Occupational Health and Safety Meetings are in place and adhere to Occupational Health and Safety Act.
- To ensure that all relevant documentation and Communication is send to the Department of Labour as per Occupational Injury and Disease act.
- To assist in create , develop and implement an Occupational Health and Safety policy and Procedures and to ensure compliance thereof
- To assist in ensuring that all operational Occupational Health Services is implemented and that all regulations governing employee's Occupational Health is adhered to.
- Assist in ensuring that Occupational Health and Safety Objectives and targets through detailed performance requirements, quantified practicable applicable to the Municipality or part thereof that arises from Safety and Health objectives and that needs to be set and met in order to achieve those objectives
- Assist in collecting a data for Occupational Health and Safety plan to develop financial budgeting for OHS, related activities.
- To assist in conducting in conducting a research into the best practise in the Occupational Health and Safety field and recommend implementation thereof to ensure continuous improvement.

Note (s):

- *Preference will be given to candidates residing in the Garden Route District Municipal area.*
- *Applicants should confirm their employment history by submitting the following supporting documentation:*
- *Qualifications (Degree/Diploma)*
- *Identity Document (SA);*
- *Any other applicable documentation required.*
- *Candidates must be willing to be subjected to practical / proficiency testing on a tip truck and trailer.*
- *Candidates must be willing to be subjected to a criminal record check.*
- *Your application will also be subjected to references from your previous or current employers.*
- ***No late or faxed applications will be accepted.***

Probation period: 6 months

Benefits:

- Subsidised housing-, medical-, pension- and group insurance schemes.
- Optional membership of major medical expenses plan.
- Generous vacation and sick leave benefits, plus a bonus equivalent to one month's salary.
- Five day working week.
- Furniture removal cost is payable by Council, subject to certain conditions.

Application forms and further information:

Please forward a completed application form with a comprehensive Curriculum Vitae, accompanied by an original Certified (not older than 3 months), copy of your Identity Document and relevant qualifications to: Garden Route District Municipality, Registration Section, 54 York Street or P.O. Box 12, George, 6530 or email to info@gardenroute.gov.za. The application forms are available at the offices of Garden Route District Municipality or visit our website at www.gardenroute.gov.za. For enquiries, contact Human Resources on 044 803 1389/ 1388/ 1413.

Only shortlisted candidates will be contacted. Should candidates not be contacted within two months after the closing date, they may accept their application as unsuccessful.

The Garden Route District Municipality reserves the right not to make or confirm an appointment on posts.

Closing date: Monday, 10 May 2021 before 16:30

Notice no: 40/2021

**MG STRATU
MUNICIPAL MANAGER**



Candidates with disabilities are encouraged to apply.