



**City of Johannesburg**  
Pikitup

Pikitup Head Office  
Jorissen Place  
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www.pikitup.co.za  
www.joburg.org.za

## EXTERNAL VACANCY CIRCULAR: 04/2019

- All qualified persons are invited to apply for the positions listed in this circular
- Only applications from employees of Pikitup will be considered for “Internal Vacancies”
- An application form and comprehensive CV(if requested) must be forwarded to the contact details mentioned in the advert
- Late applications will not be considered.
- Pikitup reserves the right not to fill any advertised vacancy.
- Only candidates who meet all the minimum requirements stipulated in the advert, will be considered.
- Only short listed candidates will be contacted. If you do not hear from us within six weeks from the closing date, please consider your application as unsuccessful.
- Pikitup is an equal opportunity employer
- Appointments will be finalised within four months from closing date on the advert.
- By completing and submitting an application for employment, you authorize Pikitup to submit your personal details to our external service providers to verify your identity, qualifications, previous criminal convictions and any other data related to inherent requirements of the post.
- Candidates who submit false or misleading information shall be automatically disqualified.

To apply, please download and complete the application form available on the vacancies page on the Pikitup website and submit your application as per the requirements on the advertisement. Please attach certified copies of your identity and qualifications. Shortlisting will be based on completed application forms so please complete all sections.

POST TITLE	DEPARTMENT	LEVEL
Safety Health Environment Officer X2	<b>Governance, Legal and Compliance</b>	C

**PUBLISHED DATE: FRIDAY, 15 NOVEMBER 2019**

**CLOSING DATE: MONDAY, 02 DECEMBER 2019**

**REENA BUDREE**  
**EXECUTIVE MANAGER: HUMAN RESOURCES**



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## VACANCY: SAFETY HEALTH & ENVIRONMENT OFFICER

**Date of the advert: 17 November 2019**

**Closing Date for application: 02 December 2019 (16h30)**

Department: Legal, Governance, Risk and Compliance  
Post Title : Safety, Health and Environment (SHE) Officer  
Location : Various Depots  
Level : Task Level 11/C3

### Post Description

To direct business units at assigned sites in the implementation of a comprehensive Safety, Health and Environmental Management (SHE) program in order to eliminate safety and environmental risks, reduce the potential for legal claims. Implement safety and environmental training programmes.

### Key Responsibilities

- ✓ Monitor the implementation of safety, health and environmental (SHE) Policies, standards, procedures, programmes and systems.
- ✓ Ensure health and safety inspections of the workplace and liaise with workplace management on implementation and monitoring plans.
- ✓ Undertake SHE Management System audits.
- ✓ Participate in internal and external SHE audits.
- ✓ Implement the SHE annual plan.
- ✓ Ensure that SHE audit findings are resolved as per the action plan.
- ✓ Conduct SHE risk assessments to determine the level of exposure including emergency preparedness risk assessments.
- ✓ Assist in identifying tools and equipment as required by legislation.
- ✓ Document and report near misses, minor, disabling injuries and fatalities as required.
- ✓ Document and report environment and emergency preparedness incidents.
- ✓ Investigate accidents and incidents and submit investigation reports to the SHE Manager.
- ✓ Train staff on SHE policies, procedures and practices.
- ✓ Conduct SHE induction for all new employees, contractors and visitors; and periodical refresher training for employees.
- ✓ Conduct educational awareness campaigns through various means and platforms on SHE programs.
- ✓ Train employees on COID processes.
- ✓ Assist with periodic exercises to test emergency preparedness of the facilities.
- ✓ Conduct all training required per the annual training programme.
- ✓ Review SHE compliance requirements of contractors before they commence with projects.
- ✓ Monitor contractor compliance on site until close out of the project.
- ✓ Administer COID at respective sites.
- ✓ Create and maintain Injury on Duty and Occupational Illnesses database.
- ✓ Submit Injury on Duty and Occupational Illnesses documentation as required by COID Act to CoJ.
- ✓ Ensure compliance to Injury on Duty and Occupational Illnesses processes.

### Minimum Requirements

#### Minimum Qualifications

- ✓ Matric / Grade 12.
- ✓ Relevant national diploma or degree in Safety Management or Environmental Management.
- ✓ Driver's license and access to own vehicle.

### **Minimum Experience**

- ✓ 2 to 3 years relevant experience in Health and Safety.

### **Required Competencies**

#### **Knowledge**

- ✓ Knowledge of Environmental and Waste Management.
- ✓ SHE Auditing.
- ✓ Understanding of HIRA and Incident Investigation.
- ✓ Understanding of environmental management tools and principles
- ✓ Knowledge of adult learning principles.
- ✓ Knowledge and application of requirements of relevant safety, health and environment legislation in the workplace.
- ✓ Knowledge and application of COID processes and associated legislation requirements in the workplace
- ✓ Application of risk management principles.

#### **Skills**

- ✓ Effective verbal and written communication skills.
- ✓ Administration skills.
- ✓ Training skills.
- ✓ Presentation skills.
- ✓ Report writing skills.
- ✓ Effective time management skills with the ability to multitask and follow through.
- ✓ Strong analytical skills.
- ✓ Computer literacy.

#### **Behaviours**

- ✓ Strong customer service orientation.
- ✓ Meticulous attention to detail.
- ✓ Responsibility and accountability.
- ✓ Innovative.
- ✓ Diversity awareness.

#### **Preferences/Advantages**

- ✓ Certificates in ISO 14001 and OHSAS 18001 or equivalent qualification.
- ✓ HIRA Certificate.
- ✓ SAMTRAC Certificate or equivalent.
- ✓ SHE Auditing.
- ✓ HIRA and Incident Investigation.
- ✓ Understanding of environmental management tools and principles.
- ✓ Application of emergency preparedness and associated legislation requirements.

Interested **applicants** must please complete the application form available on the vacancies page at [pikitup.co.za](http://pikitup.co.za). For enquiries contact **Shirley Tjiane 0873571086** or **Keo Segosapelo 0873571129**. Completed application forms, CV and supporting documents should be submitted to [recruit132019@pikitup.co.za](mailto:recruit132019@pikitup.co.za) by **16h30** on **02 December 2019**. No late or incomplete applications will be considered. Please ensure that the correct reference is inserted in subject line of email.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

**PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST.**