

# BE PART OF THIS TEAM

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

**POSITION: Safety, Health and Environment: Professional**

**Ref: REC/11/16**

**Minimum Requirements:** • A National Diploma in Safety Management • SAMTRAC certificate • 3 years' experience as an Occupational Health & Safety Professional or Officer • 2 years' Experience in Safety Health and Environmental Management systems (either OHSAS 18001 or ISO 14001).

**Required Competencies:** • Thorough knowledge of applicable OHS Legislation including but not limited to the OHS Act and Regulations and the COID Act • Understanding of environmental issues and legislation • Knowledge of OHS management process in local and national departments • Knowledge of safety procedures • Knowledge on risk assessment procedures and tools • Thorough knowledge of the OHS reporting • Thorough knowledge of accidents / incidents investigation protocol and reporting • Knowledge of environmental regulations • Thorough Knowledge on SHE Management systems • Knowledge on Quality Management Systems • Knowledge of the NOSA 5 star System / related • Good Administration Skills • Project Management Skills • Communication Skills • Ability to follow through on projects.

**Specific Functional Responsibilities:** • **Contractor Monitoring;** • Inspections according to procedures and checklists • Regular on-site inspections to ensure compliance to OHS legal and other requirements including but not limited to the ELIDZ OHS specifications • Ensures compliance with and up to date contracts / letters of good standing and the like • **Monitoring of SHE Agents;** • Performance of agents is monitored and assessed • Scope of SHE Agents is periodically reviewed for relevance • **Construction & ELIDZ Site Monitoring;** • Site meeting attendance • Evaluation and monitoring of OHS compliance requirements • Perform SHE Agent function where applicable • Internal and external audit preparation for certification - ISO14001 and OHSAS 18001 • **SHE System Maintenance;** • Supports SHEQ administrator where necessary to ensure that all reports are placed on the correct letterhead and stamped • Supports SHEQ administrator where necessary to obtain all SHE statistics applicable to each project to enable collation and reporting requirements • Checks to ensure that SHE processes and procedures are followed to the letter • Conducts regular site inspections • Takes appropriate action in instances of non-compliance (detailing areas to be remedied) • **Document Control;** • Ensures SHE system and related documentaion is maintained. • Documents are filed and stored correctly and where ease of access exists • **Emergency Preparedness;** • Ensures regular drills, related non-conformance protocol compliance and reporting requirements to aid preparedness • **Meetings and Reporting;** • Meetings are attended and related reporting noted and filed accordingly • **Inspections;** • Zones are inspected and emphasis placed on conditions throughout and the manner in which these are maintained • **Incident Investigation and Reporting;** • Conducts thorough investigation and reporting for SHE related incidents - so that appropriate action can be taken • **Facilities Monitoring;** • Inspect and reports on ELIDZ facilities for compliance to OHS legal and other requirements • Implement non-conformance procedure for areas of non-compliance • Standard and non-standard report provision • Administration; • Audit Action Plans • Provide SHEQ administrator with relevant information to update information management systems • Implement applicable Procurement requirements (RFQ's & RFP's) • Services contract supervision • Standard and non-standard report provision • Participation in applicable external OHS related forums

Applications must be submitted by e-mail to: [recruitment@elidz.co.za](mailto:recruitment@elidz.co.za).

The closing date is **01 July 2016** If you have not heard from us within one month after the closing date, please consider your application unsuccessful. Only short listed candidates will be communicated to. The ELIDZ reserves the right not to fill these positions. **Preference will be given to African Males and Coloured Females as per our EE Plan.**

Tel: 043 702 8200 / [www.elidz.co.za](http://www.elidz.co.za)

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**east london idz**  
business streamlined