

BE PART OF THIS TEAM

The East London Industrial Development Zone SOC Ltd is a State-Owned Corporation set up by government through the South African Industrial Development Zones Programme (now the South African Special Economic Zones Programme) to develop, operate and maintain modern infrastructure and to complementarily attract strategic investments for the region.

POSITION: ENVIRONMENTAL MONITOR - SHEQ | Ref: REC/05/23

Minimum Requirements: • Degree in Environmental Management / Sciences • 3 years' working experience as an Environmental Specialist with specific reference to SHE management systems, environmental data / info systems • Project Management experience will be an added advantage.

Required Competencies: • Computer literacy (MS office: Word, PowerPoint, Excel) • Knowledge of environmental data management, Safety Health and Environmental (SHE) management systems, environmental info systems • Good understanding of environmental issues and legislation • Knowledge of environmental reporting • Knowledge of environmental management process in Local and National departments • Knowledge of the Occupational Health and Safety Act (OHS) • Thorough knowledge of accidents / incidents investigation protocol and reporting • Knowledge on SHE Management Systems • Knowledge of Quality Management Systems • Contract Management • Knowledge of Supply Chain Processes.

Specific Functional Responsibilities: • **Environmental Monitoring** • Storm water / Effluent monitoring • Sea Water Monitoring • Air Quality Monitoring • Sewerage Waste Monitoring • Waste Management and Monitoring • Waste Transfer Station compliance Monitoring • Environment Authorization compliance Monitoring • Audit compliance requirements • Monitoring for maintenance of compliance • Compliance Reporting • Monitoring of the zone and investor premises for compliance to environmental legal and other requirements, including but not limited to the ELIDZ Zone Rules • Emergency Preparedness • Incident investigation (Conduct and report on Environmental incident investigations) • Environmental Intern mentorship • Participation and reporting on participation in applicable external Environmental related forums • **Contractor Monitoring** • Inspections and reporting according to procedures and checklists • Regular on-site inspections and reporting to ensure compliance to environmental legal and other requirements including, but not limited to, the ELIDZ Construction Environmental Management Plan (CEMP) • Ensures SHE file compliance maintained with up to date contract and environmental compliance requirements • **SHE System Maintenance** • Participate in the maintenance and evaluation of a safety, health and environmental (SHE) risk register as well as in SHE risks management programmes in the workplace • Develop, review, update and maintenance of Environmental related Policies, Procedures as well as any other relevant documents • Apply environmental principle and protection procedures • Conduct relevant onsite inspections / audits and related reporting to ensure that Environmental policies, processes, and procedures are followed to the letter in order to ensure compliance • Update all SHE monitoring related documents • Implement and Maintain SHE non-conformance protocol (Ensure regular non-conformance plans updates) • Support with audit preparation for certification (SHE Management Systems) • **Construction and ELIDZ Site Monitoring** • Participate at Project Inception Stages • Construction Site progress meeting attendance • Conduct site inspections / audits to monitor for compliance to environmental legal and other requirements, including but not limited to the ELIDZ CEMP • Supervision of outsourced Environmental Conservation Officer (ECO): performance and reporting requirements • Perform ECO function where applicable • Internal and external audit preparation for certification (SHE Management Systems) • ELIDZ Tenants site inspections • **Environmental Sustainability** • Implement Environmental Sustainability strategies • Environmental Due Diligence assessments • Ensure emergency preparedness (Conduct regular drills, implement related non-conformance protocol, and maintain reporting requirements to aid preparedness) • **Administration** • Crafting and allocation of audit findings • Coordinates / addresses relevant audit Action Plans • Maintain and provide relevant information required to update information management & other SHE systems • Implement applicable Procurement requirements (RFQ's & RFP's) • Services contract supervision • Standard and non-standard report provision • Services and consultant's procurement contract management. Including but not limited to (Grass cutting, Alien Vegetation Control, Waste Management, Air Quality Management and Water Quality Management) • Development and submission of activity planning, status updates and performance reports ELIDZ.

Applications must be submitted by e-mail to: recruitment@elidz.co.za.

The closing date is 10 October 2023. 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 this position. **The ELIDZ is committed to giving preference to suitably qualified persons with disabilities and to African Males as per our EE Plan.**

The personal information submitted in response to this advertisement shall be processed solely for purposes relating to the position applied for, as mandated in law. The East London IDZ undertakes to ensure that appropriate security control measures are implemented to protect all the information submitted by the applicant.

Tel: 043 702 8200

www.elidz.co.za

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