



Elundini Local Municipality

1 Celler Street • Maclear • 5480 • PO Box 1 • Maclear • 5480

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04th September 2018

ELUNDINI LOCAL MUNICIPALITY
EXTERNAL ADVERTISEMENT
NOTICE NO: 20/2018-2019

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

INFRASTRUCTURE PLANNING AND DEVELOPMENT

- OHS OFFICER (TASK GRADE 11)**
ANNUAL BASIC SALARY R237 603.60- R308 420.88

MINIMUM REQUIREMENTS: • National Diploma (Occupational Health and Safety Management) or B-Tech+ SAMTRACK Certificate NQF Level 5 • Code EB Drivers' License • Computer Literacy- Office Applications • 3-5 years relevant experience.

OCCUPATIONAL HEALTH AND SAFETY CONTROLS • OPERATIONAL PLANNING AND REPORTING:

• Coordinates implementation of Occupational Health and Safety management systems and controls by: • Initiating key Occupational Health and Safety Operational plans with reference to OHS objectives. • Interacting with and assigning to the contractors contents of the Health and Safety Plan(s) based on the health and safety specification. • **OCCUPATIONAL HEALTH AND SAFETY IMPLEMENTATION AND CONTINUAL IMPROVEMENT:**

• Identifying with objectives and processes necessary for implementation of Occupational Health and Safety management system to deliver results in accordance with the organisations Occupational Health and Safety Policy.

• Implementing and monitoring Occupational Health and Safety procedures. • **COMPLIANCE AND ENFORCEMENT:**

• Evaluating Health and Safety files of all the contractors and sub-contractors on all the new municipal projects before commencement date. • Developing and compiling Health and Safety Files for the new municipal projects. • **GENERAL FUNCTIONS :**

• **COMMUNICATION:** • Responding through the collection of factual information and/or conducting the necessary investigation/research, to enquiries and concerns on services.

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com

Freepost: Freepost KZN138, Umhlanga Rocks, 4320

- Attending monthly SLA meetings, Site meetings, and meetings of the Health and Safety Committee.

VALUE STATEMENT

The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality”.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Appointment will be subject to compulsory pre-employment screening in the form Qualification, Reference check and criminal checks, competency assessment (where applicable). Candidate in possession of foreign qualifications should attach a certificate of evaluation of their qualification from SAQA.

Faxed applications will not be accepted.

Applications should be addressed to:

Director Corporate Services
Elundini Local Municipality
P.O. Box 1
Maclear
5480

Tel. No: (045) 9328100

Closing Date: 28th September 2018