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10th January 2017

**ELUNDINI LOCAL MUNICIPALITY
EXTERNAL ADVERTISEMENT**

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:

CORPORATE SERVICES DEPARTMENT

**1. SHE Practitioner (Task Grade 11)
Annual Basic Salary R221 314.80- 287 277.24**

MINIMUM REQUIREMENTS: National Diploma (Occupational Health and Safety Management) or B.Tech + SAMTRACK Certificate/ (NQF Level 5)/ or equivalent/ Code B Driver's License/ Computer Literacy- Office applications. • Experience- 3- 5 years in related field.

MAIN DUTIES: • **OPERATIONAL PLANNING AND REPORTING** • Communicating with the immediate supervisor on specific Key Performance (Areas Accident prevention & loss control measures) with a view to aligning functions/objectives against the capacity and capabilities of the section • Formulating Occupational Health and Safety operational plans and addressing the implementation of key safety and loss programmes with management and council • Formulating Safety policies, Programmes and standards for implementation • Implementing provisions of the Occupational Health & Safety Act on Projects through evaluating nominated Safety Officers on their performance on projects, and comparing and reviewing safe work procedures for different types of jobs

• OCCUPATIONAL HEALTH AND SAFETY PROCEDURE, SYSTEM AND CONTROLS • Identifying loss producing conditions and practices and evaluating the severity thereof, and defining areas of weakness and the potential for loss in existing policies, Directives, procedures or practices • Inspecting work sites and/ or conducting observation of work sequences and determining Extent of Occupational health and Safety Awareness and/ or the need for corrective/ remedial measures • Approving Health and Safety Files of all the contractors and sub-contractors in all new Municipal project, compiling of health and safety files for the new municipal projects,

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

All correspondence must be addressed to the Municipal Manager

and compiling of PPE specification for the ELM construction employees. Discussing and/ or investigating workplace accidents/ incidents, seeking reasons from supervisory personnel on any non-compliance/ deviation and providing direction on courses of action for execution. • Processing injury on duty (IOD) by completing Employer's report for accident, submitting the accident forms to the Department of Labour and making follow up on reported injury on duty incidents.

COMPLIANCE & ENFORCEMENT • Analysing and reviewing reports of injuries, property damage, occupational diseases and public liability incidents • Compiling analysis of causative factors, establishing a classification system to identify significant causative factors and ensuring validity of reported information, • Coordinating surveys and appraisals by relevant specialist e.g. medical, industrial hygienist, fire protection and environmental engineers to identify conditions affecting health and safety of workforce. • Coordinating inspection of facilities to determine the adequacy of fire safety and disaster control procedures and/ or issuing compliance notification for specific offences.

COMMUNICATION • Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on services, • Preparing reports and participating in various meetings (Health and Safety Management Coordinating Committees, internal departments and external forums) and provides comments/opinions on matters affecting or concerning the functionality. • Communicating advice to the Municipal Manager as defined in Occupational Health and Safety Act on all matters as prescribed.

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.

Faxed applications will not be accepted.

Applications should be addressed to:
The Corporate Services Manager
Elundini Local Municipality
P.O. Box 1
Maclear
5480

Tel. No: (045) 9328100

Closing Date: 01st February 2017 at 12h00

