

**POSITION: OCCUPATIONAL HEALTH AND SAFETY OFFICER**

**Centre: HEAD OFFICE (EAST LONDON)**

**Level: C- LOWER**

**Purpose**

The Occupational Health and Safety Officer is responsible for co-ordinating the implementation of the Occupational Health and Safety strategy, plan, and policy in terms of the relevant legislation within ECPTA, including Nature Reserves, Head Office and Regional Offices.

**Requirements**

- Minimum 3-year tertiary qualification in Occupational Health and Safety or equivalent relevant qualification with a minimum of 3 (three) years relevant experience
- SAMTRAC training course is a prerequisite.
- Valid driver's license

**Key Performance Areas**

- **OHS Compliance:** Ensure compliance to the relevant legislation.
- **Health and Safety Committees:** Ensure the establishment and functioning of OHS Committees across ECPTA workstations.
- **Injury on Duties:** Compliance to COIDA and other safety standards and protocols.
- **Training:** Provide guidance, assistance, education, and training to all employees, including OHS committees to improve levels of safety and to minimise risk areas in the workplace and possible accidents.
- **Administration:** Accurate relaying and processing of documentation.

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**NB: In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable)**

**Closing Date: 19 February 2024**

**Please forward your application to:**

- 1) recruitment1@ecpta.co.za, please specify the position you are applying for.
- 2) Please submit a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered.
- 3) If you do not receive a response within 30 days, please consider your application as unsuccessful.

**The ECPTA reserves the right not to fill any advertised position.**

