



Johannesburg City Parks (NPC)

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# VACANCY CIRCULAR 23/2015

## FOR JOHANNESBURG CITY PARKS & ZOO EMPLOYEES ONLY

**TO :** All Executives  
**:** General Managers  
**:** All staff members

Interested persons are requested to submit a detailed CV to Ms. Nolwazi Sithole: Human Resources, 40 De Korte Street, 3<sup>rd</sup> Floor, Braamfontein or e-mail address: [jobs@jhbcityparks.com](mailto:jobs@jhbcityparks.com) for internal applicants CV's must reach HR not later than 8<sup>th</sup> May 2015.

**Issue date: 24<sup>th</sup> April 2015**



Joburg City Parks (JPC)

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# Occupational Health, Safety & SHEQ Department SHEQ Administrator (Permanent)

## Inherent Job Requirements

### Qualifications

- Matric/Grade 12;
- Administration Diploma;
- SAMTRAC or Equivalent.

### Experience

- Minimum of 3 years work experience in the development and implementation of Accident Investigation and Reporting Procedures.
- Proven experience in the implementation of COIDA; General Administrative Regulations of the Occupational Health and Safety Act and the OSHA

### Specific Skills and Knowledge

- Ability to understand and apply government Regulations and Acts related to injuries on duty;
- Experience in the investigation of injuries;
- Health and Safety Administrative principles and practices;
- Health and Safety implementation and auditing principles;
- Occupational Health & Safety Act (including the regulations);
- Interpersonal Skills;
- Negotiation Skills;
- Planning and Organizing Skills;
- Advanced Report writing skills;
- Advanced computer skills;
- Ability to work under pressure and meet strict deadlines.

## **Job Outputs**

- Compile and update Injuries on Duty report(IOD);
- Liaise with line managers to ensure the proper Reporting and Investigation of Accidents;
- Collate accident information and send to the company insurers and Compensation Commissioner;
- Follow up IOD cases and update outstanding legal documents;
- Open and update individual employee IOD files;
- Keep IOD medical records confidential, liaise with medical doctors and the commissioner to update such medical records;
- Liaise and attend COJ Incidents forum meetings and update required correspondences;
- Escalate all IOD cases requiring the attention of Senior Management;
- Gather and confirm submission of monthly reports and evidence from SHEQ Coordinators and submit consolidated information to Management;
- Liaise and communicate with SHEQ Coordinators daily;
- Compile minutes and Agenda for departmental meetings;
- Prepare agenda for SHEQ Steering & Technical committees, take minutes, and ensure communication is disseminated to relevant stakeholders;
- Co-ordinate the training schedule of departmental employees;
- Maintain and update document and data control systems;
- Compile and submit monthly report to General Manager;
- Compile daily and monthly biometrics attendance register;
- Handling and controlling petty cash in line with internal Supply Chain Policy and petty management procedure;
- Act as departmental buyer in the Supply Chain Process;
- Ensure timeous buying of goods and services in line with the departmental budget and SCM Just In Time process;
- Assist in the formal internal SHEQ audits as well as Contractor audits;
- Arrange medical health surveillance schedule and communicate to employees and supervisors.

**Contact Person: Nolwazi Sithole**

**Tel: 712-6680 Fax: 086 681 9315**

**Email: [jobs@jhbcityparks.com](mailto:jobs@jhbcityparks.com)**

**Closing date: 08<sup>th</sup> May 2015**

**Note: Johannesburg City Parks and Zoo is an equal opportunity employer. If you do not receive a response from us within 21 days after the closing date of this advertisement, please accept that your application was unsuccessful.**

