

Drakenstein Municipality, an employer that is committed to equal employment opportunities, invite people who qualify to apply for the below mentioned vacancy within its Corporate and Planning Services Department.

PERSONNEL VACANCY
EXTERNAL APPLICATIONS WILL BE CONSIDERED

OCCUPATIONAL HEALTH AND SAFETY OFFICER (REF NO: CS-HL-OHS1)

DEPARTMENT: CORPORATE AND PLANNING SERVICES

SECTION: Human Resources

SALARY SCALE	TASK LEVEL 12 – Total cost to company – R635 246.45 – R800 228.76 per annum BENEFITS: Medical aid, Housing allowance, Pension and Group life
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JOB PURPOSE:

Manage and coordinate the Occupational Health and Safety programme in compliance with the requirements of the Occupational Health and Safety Act and safety related training in line with statutory requirements.

SELECTION REQUIREMENTS FOR THE POST:

- Occupational Certificate: Occupational Health and Safety Practitioner (NQF Level 5) or a relevant tertiary qualification in the field of Health, Safety and Environment i.e. SAMTRAC or equivalent qualification. Registered or in the process of SACPCMP registration as a HSO.

OTHER REQUIREMENTS/SKILLS:

- Must be registered with the relevant professional body
- Computer literacy (Word, Excel, Outlook, PowerPoint, ResourceLink)
- Knowledge and understanding of COIDA, HIRA and SHE Systems tools
- Good writing, administrative, interpersonal and communication skills
- Training skills
- Knowledge of relevant OHS legislation
- Ability to work under pressure
- Fluent in two (2) of the official languages of the Western Cape
- Code B driver's license

EXPERIENCE:

- 2 - 3 years relevant experience in the HR field and Health and Safety

COMPETENCIES

<ul style="list-style-type: none"> Organisational Awareness Consulting Written Communication 	<ul style="list-style-type: none"> Planning and organising Negotiation HR service delivery
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<ul style="list-style-type: none"> • Occupational health and safety • Communication • Service delivery orientation • Problem solving and analysis • Impact and influence • Team orientation 	<ul style="list-style-type: none"> • Interpersonal relationships • Oral communication • Action and outcome orientation • Conflict management • Resilience • Learning orientation
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GENERAL INFORMATION:

1. A service bonus equivalent to one month's salary, where applicable, will be payable and be supplemented by the normal benefits applicable to the Municipality including housing allowance for homeowners subject to certain conditions.
2. The Municipality is an equal opportunity employer and respects the conditions of the Employment Equity Act. Preference will be given to candidates who comply with the Employment Equity Targets but will not be the only criteria applied.
3. All applications are subject to reference checking and verification of qualification checking, which means that by applying for a position at the Municipality, you give us consent to do the various checking.
4. Applications received after the closing date, or which have been received without the application form and documentation/s mentioned below will not be considered.
5. Canvassing of any councillor and/or member of the Appointment Committee and/or any personnel member of the Municipality will not be allowed and will immediately disqualify applicants.
6. Only short-listed applicants will be contacted for interviews. Applicants can regard their applications as being unsuccessful if no feedback has been received within three (3) months from the closing date.
7. Placement of candidates for work can be done in any area of Drakenstein. This area covers Simondium, Paarl, Wellington, Gouda, Hermon and Saron.
8. Applications within the **Drakenstein municipal area** will be receiving preference.
9. The Municipality respects the conditions of the Protection of Personal Information Act. By submitting your information and application you confirm that the information you have provided to us is true, correct and up to date.
10. Successful candidates will be expected to sign a contract of employment, disclosure of benefits and interest and a performance contract (where applicable) with the employer.
11. Candidates that arrive late for interviews will be disqualified.
12. The Municipality reserves the right not to make an appointment.

Application forms can be obtained from the Human Resources Offices at the Civic Centre, Berg River Boulevard, Paarl, 7622 (Mondays to Fridays from 08:00 until 15:30) or on the Drakenstein Municipal website www.drakenstein.gov.za. Clearly indicate the reference number for the post you are applying for on the pre-scribe application form. Your fully completed application form must be accompanied by your CV and relevant certified supporting documents when handing it in. Certified copies must not be older than three (3) months **No fax copies will be accepted. No CVs will be returned on the applicant's request, therefore please do not send us your original certificates.**

Your application can be submitted via email to: corporatejobs@drakenstein.gov.za, hand delivered or posted to Drakenstein Municipality, Human Resource Offices, PO Box 1, Berg River Boulevard, Paarl, 7622.

Closing date for emailed applications: 16 May 2025 at 23h59

Closing date for hardcopies: 16 May 2025 at 15h30

CITY MANAGER