



VACANCY

The following vacancy has become available at Dundee Precious Metals Tsumeb

THE POSITION: SAFETY OFFICER

ROLE ACCOUNTABILITIES:

The incumbent will report to the Coordinator: Safety and be accountable for:

- *Ensuring the health and safety of employees and equipment.*
- *Assisting the development and implementation of safety and health systems as well as procedures in their area (s) of responsibility.*
- *Conducting and revising risk assessments as well as safe work procedures in their area (s) of responsibilities in conjunction with line managers.*
- *Ensuring Dundee work environments are maintained in accordance with legal requirements and accepted industry practices.*
- *Recording and facilitating the investigation of incidents to determine their root causes.*
- *Preparing reports on occurrences and providing statistical information to management.*
- *Identifying potential hazards in the work environment that might be harmful to employees, contractors, visitors and recommending preventative measures.*
- *Managing and coordinating incidents as per set procedure.*
- *Conducting safety and orientation inductions for employees, contractors and visitors as required.*
- *Compiling and maintaining safety training matrix and training records for area (s) of accountabilities.*
- *Reporting and recording safety related issues.*

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- *A pass in Grade 12.*
- *A National Higher Diploma or National Diploma in Occupational Health and Safety.*
- *Professional registration will be an added advantage.*
- *Should be trained on Risk Management: OSHAS 18001 or Integrated Management Systems.*
- *A minimum of 4 years work experience as a Safety Officer.*
- *An in depth knowledge of the Namibian Health and Safety legislation and regulations.*
- *Computer literacy (Microsoft Office packages, with strong Excel skills).*
- *Must be in possession of a valid Driver's license: Code 08.*

- Excellent Communication Skills.
- Sound problem solving and planning skills.
- A police clearance from the Namibian police will be required upon appointment.

All applications meeting **minimum requirements** must be accompanied by a detailed curriculum vitae, an application letter, and certified copies of qualifications and ID documents which are non-returnable.

Only short listed candidates will be contacted

Please forward applications to:

Human Resources Business Partner: Support Services and Business Improvement

Dundee Precious Metals Tsumeb

P.O. Box 936, Tsumeb

Fax: +264 (67) 2234292

Email: dpmtrecruitment3@dundeeprecious.com

CLOSING DATE: 20 July 2018

Applicants who are not contacted within two weeks after the closing date, should consider their application unsuccessful.

Dundee Precious Metals Tsumeb is an Equal Opportunity Employer

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BEST COMPANY SURVEY

