

JOE GQABI DISTRICT MUNICIPALITY

NOTICE NO 34/2025

The Joe Gqabi District Municipality is a Category 4 Municipality, with its seat in Barkly East and covers the area of Walter Sisulu (Burgersdorp, Steynsburg and Venterstad, Maletswai and James Calata), Senqu (Lady Grey, Sterkspruit, Barkly East, Rhodes and Rossouw) and Elundini (Ugie, Nqanqarhu, Tlokoeng and the rural part of Tsolo and Qumbu).

APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES ARE INVITED FOR THE FOLLOWING POSITION:

OCCUPATIONAL HEALTH AND SAFETY OFFICER X1 (ELUNDINI & SENQU AREAS)

(Task Grade 11 of a Category 4 Local Authority)

REMUNERATION

An amount of **R339 217** is on offer

FRINGE BENEFITS

Normal fringe benefits include leave, membership to a group life scheme, housing / rent subsidy on certain conditions, pension/provident fund and membership to a medical aid scheme subsidised by Council.

REQUIREMENTS

- Grade 12.
- A National Diploma in Health & Safety Management
- A Valid Driver's license (minimum code B) is essential
- A minimum of two (2) years relevant experience
- SACPCMP registration is essential.

CORE RESPONSIBILITIES

- Giving input into the establishment of the occupational health and safety implementation programme forwarding to the immediate superior for further processing.
- Implementing and facilitating requirements of legislation governing occupational health and safety standards and accident prevention policies and procedures.
- Conducting health and safety compliance audits in all departments and workplaces.

- Collating audit results and compiling a comprehensive report with recommendations for remedial actions where gaps of non – compliance have been identified submitting it to the immediate superior for further processing.
- Monitoring the implementation of remedial actions where non compliance has been identified to facilitate full compliance with occupational health and safety legislation, standards and policy.
- Detecting, controlling and recommending the removal of hazardous agents and factors which could impair the health and well – being of workers.
- Facilitate medical surveillance of employees who are exposed to the identified hazards that are attached to their work.
- Facilitating the implementation of the recommendations from inspectors emanating from health incidents at the workplace.
- Preparing all relevant documentation as required by legislation and regulatory bodies on the implementation of recommendation and forward to the immediate superior for processing.
- Participating and supporting the implementation of training programmes relating to occupational health and safety.
- Arranging Medical assistance for injured employees and liaising with employee assistance programme officials where employees require EAP related assistance.
- Conducting workshop for management and all employees on the requirements of the compensation for injuries and disease act, as amended in conjunction with the training and Development section.
- Receiving referrals of employees who are injured, contracted diseases or died in the course of employment, completing and submitting prescribed forms to the relevant statutory body within the prescribed timeframes for further processing.
- Arranging consultation(s) with doctors and specialists and forwarding the employees claim and the doctors completed forms to the department for processing the claims.
- Investigating occupational health and safety complaints and queries from employees and formulating verbal written responses.
- Communicating with the occupational health and safety representative updating them on the new developments, matters for their attention and occupational health and safety priorities.
- Any other duties as reasonably instructed by Management and as outlined in the Job Description linked to this position.

Kindly submit a detailed CV together with a prescribed application form and copies of relevant certified certificates and documents to the attention of the manager Human Resources or alternatively electronically apply via email on recruitment@jgdm.gov.za. **No faxed or late applications will be accepted.** Canvassing and/or lobbying of Councilor and officials will not be accepted and non-compliance thereof shall immediately disqualify any applicant.

Please note that non-completion of the official Joe Gqabi District Municipality Application for Employment Form will immediately disqualify any applicant. The "Senior Management application form and Z83 application form will also not be accepted. The relevant form is obtainable from the Human Resources Section at the Barkly East Offices of the Joe Gqabi District Municipality and can also be downloaded from <http://www.jgdm.gov.za/>.

"The Joe Gqabi District Municipality is committed to Employment Equity and to the creation of a working environment that is welcoming of all applicants. We particularly encourage applications from Women, Africans and Persons with disability as well as members of the Joe Gqabi District Communities"

Should you not receive any response within two (2) months after the closing date, please accept that your application was unsuccessful. Applications to be sent to or handed in at the address below:

ATTENTION: MANAGER: HUMAN RESOURCES AND LABOUR RELATIONS

M.P Nonjola
Municipal Manager
Cnr. Cole and Graham Street
Private Bag X102
Barkly East
9786

ENQUIRIES: THEMBISA TOTO

Tel No: (045) 979 3039
File No: 4/6/3/8

CLOSING DATE: 30 JUNE 2025

