

Junior Safety Health and Environment Co-Ordinator: Incubation Centre's (IC) – Supplier Park Development Company (SOC) Ltd trading as AIDC, Rosslyn, Gauteng

The Supplier Park Development Company (SOC) Ltd trading as AIDC is a Government owned, public entity company established to provide support to the SA Automotive Industry in its drive for global competitiveness. It is a dynamic company that offers exciting career opportunities. The AIDC's success hinges on its human capital, and in the pursuit to realise its strategic objectives, the AIDC aims to recruit a **Junior Safety, health and environmental co - ordinator** in a **permanent contract** position with three months' probation. The successful candidate will report directly to the **Safety, Health, Environment and Quality Manager**.

POSITION : **Junior Safety, health and environmental co - ordinator**
PERIOD : **Permanent Contract**
LOCATION : **AIDC and Incubation Centres**
ADVERT REF NO : **2021/11- 9**
DEPARTMENT : **Safety, Health, Environment and Quality**
TCOE : **R 287 715,57 per annum**
JOB GRADE : **C1**

CURRENT JOB TITLE	Junior Safety, health and environmental co - ordinator	JOB GRADE	C1
PROPOSED JOB TITLE			
JOB CODE			
DEPARTMENT	Safety, Health, Environment and Quality		
DATE REVIEWED	08/2021		
LOCATION	Incubation centres and AIDC		
EMPLOYMENT STATUS	Permanent		
PURPOSE STATEMENT			
The Junior Safety, health and environmental co - ordinator is responsible for executing the SHE management plan, to ensure SHE compliance at AIDC and its Incubation centre plants. The incumbent will also assume responsibility for Occupational, Health and Safety issues including building compliance with OSH ACT on all facilities owned/managed by the company. The co – ordination of security service providers as well as access control and the overall physical security of the facilities will also form part of the job scope.			

POSITION IN THE ORGANISATION	
LINE MANAGER	SHEQ Manager
POSITION	Junior Safety, health and environmental co - ordinator
SUBORDINATE	None
SUBORDINATE POSITIONS	
<i>Please provide job titles of subordinates and total number of employees per job title (organogram can be inserted)</i>	
<ul style="list-style-type: none"> • None 	

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – <i>(Please provide a short description under each heading/output)</i>	TIME SPENT
<p>1. Environmental management co - ordination</p> <ul style="list-style-type: none"> • Co – ordinating developed environmental management system, in line with policy and ISO 14001 requirements • Co – ordinating developed environmental management procedures and action plans; • Co - ordinating all aspects of pollution control, waste management and recycling, environmental health, conservation and renewable energy initiatives; • ensuring compliance with environmental legislation; • conducting audits, analysing and reporting on incidents and evaluate environmental management systems • Verify that corrective actions identified in an incident report are actioned. 	20%
<p>2. Occupational Health and Safety (OHS) co - ordination</p> <ul style="list-style-type: none"> • Promote and raise safety awareness training i.e toolbox talk and induction training. • Ensure that all incidents / accidents are recorded and investigated. • Verify that corrective actions identified in an incident report are actioned. • Ensure that all employees are wearing and using Personal protective clothing accordingly and report any deviations. • Conduct weekly SHE committee meeting and compile report. • participating in environmental education and research; 	20%

MAIN OUTPUTS AND RESPONSIBILITIES FOR THIS POSITION – (Please provide a short description under each heading/output)	TIME SPENT
<ul style="list-style-type: none"> • Evaluate potential hazards and recommend controls. • Conduct regulatory and OHS management system audits to ensure compliance with legislation. • Co-operate with and support independent investigations for serious accidents and incidents. • Ensure policies, procedures, safe systems of work, method statements and risk assessments are communicated and followed 	
<p>3. Security Operations Management</p> <ul style="list-style-type: none"> • Administer, direct, and review security operation programs to ensure a safe and secure environment for employees, visitors, tenants and others. • Analyse statistical data and incident reports to identify crime trends and determine how to make site and premises safe and secure. • Investigate ways to improve security policies, processes, and practices, and recommend changes to management. • Communicate security policies, procedures and practices, to all tenants, employees and others. • Attend to all reporting requirements of all-relevant government rules and regulations 	10%
<p>4. Reporting</p> <ul style="list-style-type: none"> • Provide regular reports regarding the performance of functional areas • Report any concerns and incidents within areas of responsibility • Monthly and Quarterly report • Statutory and regulatory reporting 	15%
TOTAL	100 %

A) KNOWLEDGE AND SKILLS	
FORMAL EDUCATION	<ul style="list-style-type: none"> • National Diploma in Environmental / Safety management / SAMTRAC
TECHNICAL/ LEGAL CERTIFICATION	<ul style="list-style-type: none"> • SHE Auditor • Legal Liabilities an added advantage
EXPERIENCE	<ul style="list-style-type: none"> • 3-5 years in a similar environment

COMPETENCIES		
KNOWLEDGE	SKILLS	ATTRIBUTES
Workplace Law	Advanced Computer	Tact
Administration Systems	Advanced Communication	Initiative
Regulatory Environment	Problem solving	Time Management
Policy and Procedure development	Decision making	Attention to detail
Occupational Health and Safety Act	Interpersonal	Honesty
Environmental Management Act	Negotiation	Ability to work under pressure
	Presentation Skills	Integrity
	Conflict Handling	Sense of Humour
	Written communication skills	Resilience
	PLOC (Management)	
	Technical Report Writing	

- Driver's License
- Own transport

For full details on the above positions, including minimum requirements, qualifications and experience please visit the following respective website – www.ggda.co.za, www.aidc.co.za and www.conhill.org.za.

All enquiries and applications for Constitution to be addressed to recruitment@conhill.org.za. All enquiries and applications for GGDA holdings to be addressed to recruitment@ggda.co.za. All enquiries and applications for AIDC to be addressed to hrrecruitment@aidc.co.za

The closing date for all above positions is the 29th of November 2021 12:00 HRS midday, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

“The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA”.