



the doj & cd

Department:
Justice and Constitutional Development
REPUBLIC OF SOUTH AFRICA

Private Bag X 81, PRETORIA, 0001 • Momentum Centre, 329 Pretorius Street, PRETORIA
Tel (012) 315 1111, Fax (012) 315 1113

Sub-Office File 2/1/5

15 August 2008

VACANCIES
(Head Office File 6/4/2/1)

REFERENCE: 08/304/RM

POST: **DIRECTOR: OCCUPATIONAL HEALTH, SAFETY AND QUALITY MANAGEMENT (SHEQ)**

CENTRE: **NATIONAL OFFICE, PRETORIA**

PACKAGE: R540 429 – R581 880 per annum (All inclusive). The successful candidate will be required to sign a performance agreement.

REQUIREMENTS:

- B. Degree or equivalent qualifications;
- Minimum of five years management experience;
- Sound knowledge of Occupational Health, Safety and Environmental Management.

Skills and Competencies:

- Negotiation and Conflict Management;
- Strong leadership with strategic capabilities;
- Good written and verbal communication;
- Presentation and Facilitation skills;
- Coordination and organizational skills;
- Basic research skills.

DUTIES:

- Develop and ensure implementation of the requirements of the occupational Health Safety Act, 1993 (OHS) and other related policies;
- Administer the implementation of the ISO certification of Quality Management Systems in accordance with the requirements of ISO 9000, ISO 14000, ISO 10002, HACCP and OHS 18001;
- Coordinate the training of departmental health and safety representatives;
- Ensure availability of occupational health and safety equipment and maintenance thereof;
- Develop a Disaster Recovery Plan (DRP) and Business Continuity programme (BCP) for the Department and ensure implementation thereof;
- Develop and put in place plans to deal with natural perils and disasters i.e. Emergency, Contingency, Evacuation, Fire drills;
- Coordinate fire management strategy across the Department;
- Liaise extensively with the Human Resources branch to maximize employee health management programmes – HIV/AIDS, Trauma

TO ALL OFFICES IN THE DEPARTMENT OF JUSTICE AND CONSTITUTIONAL DEVELOPMENT

Management, Injury on Duty, First Aid;

- Identify SHEQ risk trends within the department and mitigate;
- Conduct on-going environmental analysis with a view to pro-active risk management, Injury on Duty, First Aid;

ENQUIRIES: Mr M Mugodo ☎ (012) 357 8747

APPLICATINS: Quoting the relevant reference number, direct your application to:
Postal Address: The Director – General: Justice and Constitutional Development; Private Bag X81, Pretoria, 0001.

OR

Physical Address: Application Box, First Floor, Reception, East Tower, Momentum Building, 329 Pretorius Building, Pretoria, 0001.

CLOSING DATE: **08 September 2008**

NOTE: Applications must be submitted on Form Z83, obtainable from any Public Service Department or on the internet at www.gov.za. Applications should be accompanied by certified copies of qualifications, identity document and driver's license. A SAQA evaluation report must accompany foreign qualifications. **The CV to be completed by all applicants is available on the DOJ website www.doj.gov.za or at any DOJ&CD sub-office. This must be typed and accompany the Z83 and all other supporting documents required.** Applications that do not comply with the above mentioned requirements will not be considered.

The Department of Justice is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1)(i) of the Constitution of South Africa, 1996 (Act No. 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No. 55 of 1998) and relevant Human Resource policies of the Department will be taken into consideration. Shortlisted candidates are required to avail themselves for interviews at a date and time as determined by the Department, at short notice and will be subjected to a personnel vetting process.

Correspondence will be limited to short-listed candidates only. Candidates are expected to avail themselves for interviews and assessments at a date and time determined by the Department. If you do not hear from us within 3 months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions.

CHIEF DIRECTOR: HR CUSTOMER MANAGEMENT CENTRE