



## PERMANENT POSITIONS

<b><u>Department:</u></b>	<b>Metropolitan Trading Company (MTC)</b>
<b><u>Position:</u></b>	<b>Occupational Health &amp; Safety Specialist/ SHE Specialist (Permanent)</b>
<b><u>Salary Range:</u></b>	<b>Market Related Salary</b>
<b><u>Division or Cluster:</u></b>	<b>Risk and Compliance</b>
<b><u>Reports to:</u></b>	<b>Risk and Assurance Manager</b>
<b><u>Workplace:</u></b>	<b>Braampark</b>

### **BRIEF BACKGROUND OF METROPOLITAN TRADING COMPANY:**

Metropolitan Trading Company (MTC) is an entity owned by the City of Joburg Metropolitan Municipality (the City) tasked with operating Johannesburg Broadband Network (JBN).

The aim of the JBN is to ensure the availability of affordable broadband connectivity throughout the City, which will support socio-economic development through accelerated growth, expanded productivity leading to enhanced quality of life for all. JBN is also aimed to lower the City's own operating costs whilst increasing access to telecommunications services for residents in the City. This will stimulate economic development in the City, reduce ICT costs and provide available broadband access to the industry.

The primary objectives of MTC are:

- To increase the competitiveness of existing businesses within the City.
- Increase the usage and penetration of high- speed broadband connectivity.
- Facilitate the growth and development of new and existing Information and Communication Technology (ICT) businesses.
- Improve the marketability of Joburg as an investment destination.
- Increase and accelerate access to the benefits of internet-based communication to achieve digital inclusion.
- Reduce the operating costs to the City and improve service delivery.

MTC is currently embarking on a recruitment process for the purposes of capacitating its resources to enable seamless operations.

### **Educational Requirements and Experience**

- Diploma in Occupational, Health and Safety/ equivalent qualification / NQF level 6.
- At least three (3) years' related Occupation Health and Safety related experience.
- Ability to work under pressure and stressful situations.
- Ability to do the job with minimum supervision and comply with SHE Laws, Regulations and Standards
- Good interpersonal and facilitation skills at all levels.
- Be objective, clear thinking and pay attention to detail.
- Computer literate.
- Must have a driver's license

### **Short Detailed Job Description:**

- Conduct pre-implementation risk assessments on sites and identify risk mitigation measures

- Review Contractor Risk Assessment and visit sites to assess work for compliance to specifications
- Provide SHE improvement proposals, proposed corrective action, required resources for correction action and plan of implementation on NCRs issued
- Report on Contractor performance where repetitive matters are not being addressed according to MTC requirements
- Establish Safe Work Procedures; Standard Operating Procedures and Safe Work Instructions for tasks and monitor the implementation of Safe Work Procedure, Instructions and protocols to determine continuous improvement.
- Attend contractor meetings and report on outcomes (n Kick off, Site meetings
- Planning and Coordinating SHEQ administrative folders pertaining to MTC accountabilities and responsibilities
- Ensure accurate registration and record keeping of all legislative requirements in conjunction with Business Strategy (PPE Registers, Awareness Training registers, all office inspection related register)
- Ensure regular emergency response exercises and drills are conducted to ensure the highest level of preparedness in any emergency.
- Supervise the regular inspection of fire-fighting safety and emergency response equipment at sites and offices.
- Monitor legal compliance to health and safety issues and recognize and anticipate potential problems and put solutions in place to reduce the impact thereof.
- Promote awareness understanding of health and safety practices at all levels of the organization.
- Oversee the injury on duty administrative function.
- Coordinate internal audits and executive management progress reviews.
- Facilitate Hazard Identification and Risk Assessment exercises and use the exercises to increase effectiveness of health and safety programs.
- Source or provide applicable training and workshops to ensure health and safety practices are known and adhered to.
- Identify and document all significant hazards in the workplace.
- Systematic and scientific measurement and evaluation of both hazards and risks to people.
- Ascertain and measure all risks to health and safety of employees, the public at large, visitors and representatives.
- Audit all work being performed by contractors on civil, access and optical fibre build programs (In accordance with the annual audit schedule)
- Provide detailed audit reports with findings
- Monitor Contractor performance and work sites by conducting continuous site visits and audits and compiling non-conformance.
- Assist in developing all the required documentation, operational checks and reports for SHE management system to be compliant with OHSAS and ISO standards, including corrective and preventive measures.

**For further information relating to Job Description and Specification, interested applicants can contact:**

**Contact Person:** Viola Nzou  
**Tel No:** (011) 431 1357

**A comprehensive CV, certified copies of your Qualifications and certified ID copy should be emailed to:**

**E-Mail:** [recruitment1@tianaconsulting.co.za](mailto:recruitment1@tianaconsulting.co.za)

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**CLOSING DATE:** 22 NOVEMBER 2018

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**VACANCY CIRCULAR: MTC RECRUITMENT 024/2018**

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