



national film and video foundation
SOUTH AFRICA
an agency of the Department of Sport, Arts and Culture

VACANCY

Position: Temp: Occupational Health and Safety Officer (6 Months Contract)

Reporting to: Head of Operations

Job Ref: RECR/HSO/001

To conduct all occupational health and safety functions and ensure compliance with requirements insofar as ensuring the prevention of accidents, injuries and work-related illnesses in the workplace, implementing and maintaining awareness programs relating to safety and health and facilitating the re-accommodation of the NFVF's office space.

Qualifications & Experience:

- Degree/Diploma in Safety Management.
- Courses in SHEQ management systems would be advantageous.
- 3 – 5 years experience in a similar role required.
- Good knowledge of Occupational Health and Safety Act.

Key Responsibilities:

- Implement systems, programs and risk control measures.
- Develop and maintain an inspection and evaluation program for workplace, equipment and practices to ensure compliance with SHE standards and regulations.
- Assess the safety and hygiene of the workplace.
- Coordinate workplace audits.

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Private Bag X04, Northlands, 2116, South Africa
Tel: +27 11 483 0880 Fax: +27 11 483 0881 Email: info@nfvf.co.za Website: www.nfvf.co.za

Councillors:

Ms Tholoana Rose Ncheke (Chairperson); Dr Jeremiah Mofokeng (Deputy Chairperson); Ms Julie Hall; Ms Marjorie Letoaba; Ms Nomfundo Matlala; Mr Sibongiseni Mkhungo; Mr Maijang Mpherwane; Adv Senzo Ncube; Mr Louis Seeco; Ms Lala Tuku
Chief Executive Officer: Ms Makhosazana Khanyile

- Advise on the application and interpretation of health and safety related policies and regulations.
- Facilitate the investigation of incidents to identify root causes and determine how to prevent incidents in future.
- Manage day to day liaison with third party suppliers that provide SHE related products and services.
- Facilitate the hand-over of SHE related products and services between different reporting structures and/or landlords.
- Manage projects related to and apply an OH&S oversight over the reinstatement of accommodation areas which the NFVF is relinquishing and the refurbishment of accommodation areas which the NFVF intends to utilise.
- Communicate risk control information by analysing data, leading indicators, producing and presenting reports.

Skills-set Requirements:

- Health and safety principles and procedures
- Compliance and governance
- Presentation creation and execution
- Control and monitoring
- Problem solving
- Time management
- Project management
- Cross-functional collaboration
- Reliability
- Punctuality

Suitably qualified and experienced candidates are invited to submit their abridged curriculum vitae via email to vacancies@nfvf.co.za or fax on **086 519 7585** no later than **15 April 2022** quoting a relevant reference number.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA)