



VACANCY

MUNICIPALITY OF WALVIS BAY

The Municipal Council of Walvis Bay offers the following **EXTERNAL** opportunity:

OCCUPATIONAL HEALTH, SAFETY AND WELLNESS OFFICER

(PATERSON GRADE LEVEL C3)

DEPARTMENT OF HUMAN RESOURCES & CORPORATE SERVICES

PURPOSE OF THE JOB

To draft, direct and monitor the implementation and application of occupational health, safety and wellness systems and procedures and to enforce the relevant Acts to prevent and control possible and real occupational hazards, which threatens the occupational health, safety and wellness of the employees, or any unhealthy condition, which may have a detrimental effect to the health of the employees. The position also advises and consults with line management, employees and contractors on safety and health practices and development. Implement health and safety legislation and associated regulations to ensure that all reasonable and practical measures are taken to protect the health and safety of all staff and visitors at Municipality of Walvis Bay. The management initiation, coordination and monitoring of all process associated with ensuring a safe, healthy and risk-free work environment for all parties within the organisation (office staff and onsite / field) and any visitor entering the aforementioned environments. This must be achieved by ensuring that the Occupational Health, Safety and Wellness Plans and policies are properly formulated and implemented. Monitoring must be done through the implementation of regular onsite inspections, random audits, the promotion of occupational health, safety and wellness through education, training and ensuring compliance at every level.

KEY PERFORMANCE AREAS

- Occupational Health, Safety and Wellness Management
- Ensuring Compliance with Occupational Health & Safety Regulations
- Occupational Health and Safety Training
- Site Inspections
- Accidents/Incidents Investigations
- Policies and Procedures
- Health, Safety and Wellness Administration

QUALIFICATIONS AND EXPERIENCE

Minimum Requirements:

- 3 – year Diploma (NQA Level 6) in Safety Management / Occupational Health and Safety / Industrial Psychology / Psychology / Social Work / Nursing

OR

- A Degree (NQA Level 7) in Safety Management / Occupational Health and Safety / Industrial Psychology / Psychology / Social Work / Nursing

Minimum Experience Required

- 5 years relevant experience in at least four of the following: conduction safety inspections, Risk Assessments & Audits, performing incidents investigations and root cause analysis, e.g. incidents cause analysis method (ICAM), (incident investigation) National Occupational Safety Association (NOSA), drafting, coordinating, administering and implementing activities relating to Occupational Health, Safety and Wellness.

OR

- 3 years relevant experience in at least four of the following: conduction safety inspections, Risk Assessments & Audits, performing incidents investigations and root cause analysis, e.g. incidents cause analysis method (ICAM), (incident investigation) National Occupational Safety Association (NOSA), drafting

Special Requirements:

Driving Licence Code B

REMUNERATION

Basic Salary: N\$ 444 096.00 pa

Transport Allowance: N\$ 12 600.00 pa

Housing Allowance: N\$ 182 079.36 pa

OR

Rental Allowance: N\$ 93 260.16 pa

Pension Fund membership as well as Medical Aid membership (both employee and employer contributions) are applicable.

People from designated groups in terms of the Affirmative Action Act are encouraged to apply

Please Note: Only shortlisted candidates will be communicated with.

Application forms (obtainable on our website www.walvisbaycc.org.na) must be completed fully, accompanied by all required certified documents (with the original certification stamps) and should be delivered in the application box at the Security Desk, Civic Centre, Municipality of Walvis Bay or by Postal Address below (to reach us by the closing date).

ADDRESS TO:

The Manager: Human Resources

Physical Address:

Room 208

Civic Center, Nangolo Mbumba Drive

Walvis Bay

Postal Address:

Private Bag 5017

Walvis Bay

Further information is obtainable from the Human Resources Practitioner, Mr Absalom Iiyambo at telephone number 064 201 3204

No emailed or late applications will be accepted.

Closing date and time: Thursday, 15 May 2025 by 17h00

Notice No. HR15/2025

Municipality of Walvis Bay

An equal opportunity Employer

Civic Center, Nangolo Mbumba Drive, Walvis Bay - Tel: +264 64 201 3111 / Private Bag 5017

