

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: DIRECTOR, ENVIRONMENTAL HEALTH AND SAFETY UNIT

JOB SUMMARY

The incumbent is responsible for formulating, implementing and managing the Ministry's Environmental, Occupational, Health and Safety Programme in accordance with all relevant Legislation. The incumbent is required to oversee compliance with the Occupational, Safety and Health (OSH) Act 2004 and the Environmental Management Act 2000.

REPORTS TO:	Permanent Secretary, Ministry of Works and Transport
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SUPERVISION GIVEN TO:	Senior Professionals (Direct) Technical and Administrative Staff (Indirect)
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DUTIES AND RESPONSIBILITIES:

- Administers and monitors the Environmental, Occupational Health and Safety Management System in the Ministry of Works and Transport.
- Formulates and implements EHS policies in the Ministry.
- Formulates and implements programmes/strategies/plans, aimed at protecting and managing the environment and ensuring the health and safety of employees in accordance with the Environmental Management Act 2000 and the Occupational, Safety and Health Act 2004.
- Recommend the procurement of EHS Consultancy Services when required.
- Administers and reviews Environmental Impact Assessments and Risk Assessments.
- Advises the Permanent Secretary and the Minister on matters pertaining to EHS.
- Advises the Permanent Secretary on matters pertaining to Disaster Preparedness and Management.
- Keeps the Ministry advised on new and improved EHS legislation and/or technical development by liaising with local, regional and international stakeholders/organizations to promote EHS best practices in the Ministry.
- Performs the functions of designated Environmental Officer to the Environmental management Authority.
- Develops and coordinates HSE training for the staff of the Ministry.
- Plans and controls the financial expenditure and administrative operations of the Environmental, Health and Safety Unit.
- Administers the functions of the OSH Committee.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:	<ul style="list-style-type: none">• Knowledge of Public Sector Rules and Regulations.
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SKILLS AND ABILITIES :	<ul style="list-style-type: none">• Excellent interpersonal and communication skills.• Strong leadership skills.• Capacity to coordinate interdisciplinary teams
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MINIMUM EXPERIENCE AND TRAINING:

- MSc Occupational, Health Safety and Environment.
- ISO qualification in Lead Auditing.
- NEBOSH certificate in Health and Safety.
- A minimum of ten (10) years' supervisory experience in Environmental Management.
- A minimum of five (5) years' experience in infrastructural projects.
- A minimum of five (5) years' management experience in Health, Safety and Environment Management.