

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Health, Safety and Environmental Advisor

JOB SUMMARY

The incumbent is responsible for administering the Ministry's Environmental, Occupational, Health and Safety Programme in accordance with all relevant Legislation.

REPORTS TO:

Manager, Environmental Health and Safety Unit

SUPERVISION GIVEN TO:

Senior Professionals (Direct) Technical and Administrative Staff
(Indirect)

DUTIES AND RESPONSIBILITIES:

- Reviews and recommend the revision of Environmental, Health and Safety Management System of the Ministry of Works and Transport.
- Develops annual work plan with milestones and report accomplishments.
- Reviews the Terms of Reference and monitors the implementation of Environmental, Health and Safety Consultancy Services.
- Administers the investigation of major accidents and report accidents to OSHA.
- Reviews and revises the systems for data collection and analysis.
- Schedules and supervises the inspection of infrastructure projects of the Ministry.
- Schedule risk assessments as required.
- Develops and implement programmes aimed at nurturing and enhancing the HSE culture within the Ministry.
- Ensure compliance with the OSH Act, EM Act and any other relevant regulations.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE:

- Knowledge of Public Sector Rules and Regulations.
- Knowledge and experience in mediation and conflict resolution.

SKILLS AND ABILITIES :

- Excellent interpersonal and communication skills.
- Strong leadership skills.
- Capacity to coordinate interdisciplinary teams

MINIMUM EXPERIENCE AND TRAINING:

- MSc Occupational, Health Safety and Environment.
- NEBOSH certificate in Health and Safety.
- A minimum of seven (7) years' professional experience in Occupational Health and Safety Programmes.
- A minimum of five (5) years' management experience in Health, Safety and Environment Management.