

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: ENVIRONMENTAL, OCCUPATIONAL HEALTH AND SAFETY (HSE) COORDINATOR

JOB SUMMARY

This job requires the incumbent to administer the Ministry's Environmental, Occupational Health and Safety Programme in accordance with all relevant legislation.

REPORTS TO: Health, Safety and Environmental Advisor

SUPERVISION GIVEN TO: Environmental, Occupational Health and Safety Inspector

DUTIES AND RESPONSIBILITIES:

- Monitors and evaluates the Environmental, Occupational Health and Safety programmes, policies and practices.
- Drafts codes of practice and policies.
- Ensures maintenance of all relevant records.
- Supervises and reviews accident/incident investigations for proper preventative and corrective action.
- Designs and implements environmental, occupational health and safety programmes.
- Reviews and evaluates environmental health and safety aspects of tenders for the design and implementation of infrastructure projects.
- Conducts EHS Audits and evaluates complex risk assessments as required.
- Prepares and monitors the implementation of a spill prevention plan
- Prepares and monitors the implementation of a waste and hazardous material management plan.
- Represents the Ministry on Committees, at Seminars and other meetings as required.
- Coordinates and works with inter-disciplinary teams, stakeholders and the public.
- Prepares Terms of Reference, for example, Environmental Design and Environmental Impact Assessments for Infrastructure projects.
- Conducts health and safety training needs analysis.
- Obtain fire and life certificates for buildings.
- Supervises subordinate staff of the EHSU.

KNOWLEDGE, SKILLS AND ABILITIES

KNOWLEDGE

- Knowledge of environmental, occupational health and safety legislation and international conventions.
- Knowledge of Public Service Regulations.

SKILLS AND ABILITIES :

- Excellent interpersonal skills.
- Strong leadership skills
- Ability to work independently and as part of a team.

MINIMUM EXPERIENCE AND TRAINING:

- BSc Occupational Health Safety and Environment OR NEBOSH Diploma in Health and Safety.
- Six (6) years' professional experience in occupational health safety and environment programmes with a minimum of three (3) years in a supervisory capacity.
- Training as evidenced by the possession of a certificate in Microsoft Office Suite.