



## **SAFETY, HEALTH AND ENVIRONMENT COMPLIANCE (SHEC) ASSISTANT (PERMANENT) X3**

Applications are invited from suitably qualified and experienced personnel to fill the above-mentioned position within the Human Resource Department – Health and Safety Section. The incumbent will report to the Safety Health and Environmental Compliance Officer. They will be based at Northern Regional Office, Aspindale, Eastern Regional Office, and Mutare Grain and at Southern Regional Office, Belmont Depot.

### **QUALIFICATIONS**

- 5 'O' levels including English Language and Mathematics/ Accounts
- Diploma in Environmental Science or Equivalent.
- Certificate in Occupational Safety, Health and Environmental Management.

### **Experience**

- 2 years in the safety, Health and Environmental Compliance

### **CORE COMPETENCE**

- Good communication skills both verbally and graphically.
- Knowledge of GMB business process.
- Knowledge of SHE Legislation.
- Good Knowledge of safety, health and environment monitoring technologies and skills.
- Good Safety, Health and Environment auditing skills.
- Good persuasion and enforcement skills.

### **KEY DUTIES AND RESPONSIBILITIES**

- Assists with provision Safety, Health and Environmental (SHE) advisory services.
- Assists with development and maintenance strategies to excel in the prevention of accidents and environmental pollution.
- Assists with scheduled inspections aimed at improving safety and health culture within the GMB.
- Assists with the implementation of appropriate safety, health and environment training programmes.
- Assists with accident/incident investigations and advise on remedial action plans.
- Assists with giving advice on reporting of accidents to the National Social Security Authority (NSSA) in liaison with the Safety, Health and Environment Compliance Officer.
- Assists with resolving of issues raised in the SHEC committee meetings.
- Assists with the co-ordination of SHEC trainings in line with the organisational training calendar.
- Identifies conditions and acts with the potential to cause injury or property damage and advise accordingly.

- Assists with the preparation of SHEC reports.
- Assists with procurement of personal protective clothing and equipment (PPC/E) as and when required.
- Any other related work as assigned by superior.

Applications accompanied with detailed **Curriculum Vitae** and **certified copies of qualifications** should be emailed to: [recruitment@gmbdura.co.zw](mailto:recruitment@gmbdura.co.zw). Not later than 28 January 2022.

*Please note that only shortlisted candidates will be contacted.*