

## RECRUITING FORM/JOB DESCRIPTION

<b>Job Title:</b>	<b>Health, Safety, Environment and Quality Officer (HSE&amp;Q Officer)</b>
<b>Department:</b>	Globeleq South Africa Management Services (GSAMS)
<b>Reports To:</b>	Plant Manager, Droogfontein Solar Power Plant, with a dotted reporting line to the Health, Safety, Environment and Quality Manager
<b>Location:</b>	Kimberley, South Africa
<b>Budgeted position?</b>	Yes
<b>Employment type:</b>	Permanent

### Main Purpose of Role

The HSE&Q Officer acts as the first point of contact for all HSE&Q-related matters for the Droogfontein Solar Power plant. The primary function of the Health, Safety and Environment and Quality Officer (HSE&Q Officer) is to implement the HSE&Q Management system on the solar PV plant, in order to achieve and maintain a safe and healthy working environment. The secondary function of the HSE&Q Officer is to maintain and implement the Quality Assurance program of the plant.

### Key Responsibilities

#### HSE

1. Implement and monitor all HSE management systems on site, including, but not limited to HSE guidelines, objectives and practices.
2. Schedule and execute audits on site to identify areas of improvement and implement measures as required.
3. Carry out risk assessments on a continuous basis on site.
4. Provide HSE training, awareness and induction on site to staff, contractors and other relevant parties.
5. Engage with staff, contractors and other relevant parties with respect to HSE matters related to the site.
6. Keep HSE statistical records, such as incidents, accidents, near-misses and working hours on site.
7. Keep HSE registers up to date, including renewals of permits, licenses, etc.
8. Compile monthly site HSE reports.
9. Have first line responsibility for incident investigations, including but not limited to investigating, making initial recommendations and putting measures in place to prevent reoccurrence.
10. Assist Plant Manager to implement accident-prevention and environmental impact activities on site.
11. Implement emergency and crisis management plans on site.
12. Act as Emergency coordinator on site.
13. Implement Environmental Management Plans of the site.
14. Monitor environmental footprint on site.
15. Other duties as assigned by the Plant Manager / HSE&Q Manager.

#### Quality Management

1. Administer and maintain non-conformance and suggestion systems, including Corrective and Preventative Action Requests (CPAR), Non-conformance Report

- (NCR) and Field Performance Report (FPR) systems.
2. Ensure quality requirements are met by both internal and external audit, review of inspection reports and analysis of non-conformance reporting.
  3. Monitor vendor/contractor performance and ensure only appropriate vendors/contractors are utilized.
  4. Ensure quality plans are produced when required and meet requirements.
  5. Ensure internal quality standards are maintained and monitored.
  6. Other QM-related duties as assigned by the HSE&Q Manager.

<b>Skills &amp; Competencies</b>
<ol style="list-style-type: none"> <li>1. Up-to-date knowledge of relevant HSE legislation (OHS Act and Regulations, NEMA, COIDA, etc.), environmental regulations and plant safety procedures</li> <li>2. High levels of organisational commitment and responsiveness; able and willing to align his/her own behaviour and actions with the needs, priorities and goals of the organisation</li> <li>3. Highly effective verbal communication skills, including influencing without depending on positional authority</li> <li>4. Very good written communication skills; clear expression of ideas or information</li> <li>5. Good inter-personal skills; able to work effectively with internal and external stakeholders, to accomplish organisational goals and identify and resolve problems.</li> </ol>

<b>Experience &amp; Qualifications</b>
<ol style="list-style-type: none"> <li>1. Minimum 1 year's OHS certification or equivalent</li> <li>2. Minimum 3 years' relevant experience in industrial plant or similar</li> <li>3. Demonstrated knowledge of and experience with HSE management systems in an industrial setting</li> <li>4. Certified risk assessor, would be an advantage</li> <li>5. Experience in working with quality management systems</li> <li>6. A valid driver's license is required.</li> </ol>

<b>Location</b>	Kimberley, with occasional travel to other GSAMS plants and the Cape Town office.
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<b>Application process</b>	CVs and cover letters, together with driver's license and current salary details, to be emailed to the <a href="mailto:jobs@globeleq.co.za">jobs@globeleq.co.za</a> by <b>Monday 4 September 2017</b> .
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