



Johannesburg Social Housing Company

61 Juta Street
Braamfontein
2094

PO Box 16021
New Doornfontein
2028

Tel 0861 JOSHCO
Tel +27 (0) 11 406 7300
Fax +27 (0) 11 404 3001
Email info@joshco.co.za
www.joshco.co.za

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INTERNAL AND EXTERNAL ADVERTISEMENT

The Johannesburg Social Housing Company SOC Limited (JOSHCO) mandate is to develop and manage affordable rental housing for the lower market as an integral part of efforts to eradicate the housing backlog of the City of Johannesburg. JOSHCO is a registered Social Housing Institution and is accredited by the Social Housing Regulatory Authority (SHRA).

JOSHCO invites suitably qualified and experienced persons to apply for the following vacant position.

Position : **Occupational Health and Safety Agent**
Employment Status : **Permanent**
Department : **Office of the Chief Operations Officer**

Purpose of the Job: Support the development of Occupational Health and Safety (OHS) policies and programs. Review existing policies and measures and update in adherence to Construction regulations. Ensure JOSHCO projects are constructed in adherence with Construction regulations.

Responsibilities (but not limited to the following):

- Identity and develop appropriate H&S legal framework for construction projects.
- Evaluate, advises and approves all Health & Safety Plans by examining these plans to ensure that all Health & Safety aspects have been thoroughly covered and in keeping with applicable legislation.
- Carry out routine and non-routine safety audits by conducting site visits to ensure that the approved health and safety plan is being fully applied and complied with.
- Enforce and promotes Health & Safety on all Worksites by conducting regular visit and offering assistance and training where required to ensure that legislation is complied with.
- Keep registers of site visits by completing prescribed reports to ensure that all problems, incidents and accidents are recorded for future claims and that all instructions are also recorded.
- Processes all Health & safety related correspondence by reading, conducting research and carrying out necessary investigations.
- Monitoring and evaluation.
- Advises employees on safety issues and address all complaints.
- Conduct planned safety audit of JOSHCO buildings to ensure safety compliance.
- Conduct staff health and safety awareness.
- Support the development of Occupational Health and Safety (OHS)
- Review existing policies and measures and update according to legislation. Initiate and organize OHS training of all employees
- Keep a record of all health and Safety audits, Accident/incidents report and monthly reports.
- Overseeing the construction process to ensure construction is done accordance with OHS Act and regulations.

Minimum job Requirements, interested applicants must be in possession of:

- National Diploma /B. Tech in Safety /Risk Management /Environmental Health or BSc in Built Environment Discipline
- Program in Construction H&S
- SACPCMP registration (Pr. CHSA)
- 5 years relevant experience in Occupational Health and Safety.
- 3 years relevant experience in construction Occupation health and safety.
- Candidates with at least 2 year’s Municipal exposure will be at an advantage.
- Knowledge in incident management systems (RCAT, ICAM, SCAT) and Risk Assessment.
- Understanding of Occupational Health and Safety (OHS) Act, regulations and environmental legislation.
- Understanding of Identification of hazard and risk management on projects.
- Valid driver’s license

- **General Management Skills:** Communication, Facilitation, Conflict Management ,Customer Service ,Relationship Management, Teamwork.

- **Technical Knowledge and Skills:** Social Housing Sector Legislation, Knowledge of ISO 45001 OR OSHAS 18001 , Knowledge in incident management systems (RCAT, ICAM, SCAT) and Risk Assessment

- **Attributes:** Emotional control, Persuasion, Assertiveness, Interpersonal Skills, Attention to detail, Adaptability and Flexibility, Situational sensitivity

Application Procedure:

Please take note that only online applications will be considered. **Applicants are advised to use Google chrome when applying for JOSHCO positions.** Please apply by using the following link below, by either copying the link onto browser or click on the link:



<https://share-eu1.hsforms.com/1BiYwegGXSOSDMJtrNNzuEAew554>

JOSHCO is an equal opportunity and affirmative action employer, and all appointments will be made in accordance with the Company’s Employment Equity Plan to promote its representivity (race, gender, and disability). Correspondence will only be limited to shortlisted candidates and applicants who have not been contacted within 6 weeks should consider their applications unsuccessful. JOSHCO reserves the right not to make an appointment.

The Closing Date for Applications is 30 November 2023.