



VACANCY: JOINT MEDICAL HOLDINGS

DIVISION:	DURDOC HOSPITAL AND ISIPINGO HOSPITAL
JOB TITLE:	SHEQ OFFICER X1 (TEMP 3 MONTHS)
PURPOSE OF POSITION	
<p>The incumbent coordinates and participates in the investigation of incidents, accidents and near misses, audit and conduct Review Contractor Risk Assessment. The SHEQ Officer monitors the implementation of Safe Work Procedures and maintains and updates all relevant SHEQ department administrative duties.</p>	
KEY PERFORMANCE AREAS	
<ul style="list-style-type: none"> • Arrange and co-ordinate all hospital drill. • Involve in incident and accident investigation. • Complete incident/IOD register and submit it monthly to SHEQ Manager. • Involve in Internal and External audit. • Follow up and close all Audit findings. • Conduct spot checks inspection to ensure facility compliance. • Assist with induction for all contractors coming to work on site. • Complete and update Deviation report register for discussion at HSE meeting. • Chair HSE meeting in the absent of the chairman. • Take minutes for discussion with the chairman. • Circulate HSE minutes to all committee members. • Assist employees to take ownership of the SHEQ management system. • Ensure waste management is maintained on site. • Escalate all SHEQ matters of concerns to management. 	
COMPETENCIES (The following will be advantageous)	
MINIMUM REQUIREMENTS (Educational Qualifications & Experience)	<ul style="list-style-type: none"> • National Senior Certificate / Matric. • Equivalent occupational SHE training. • Preferably 3-5 years' experience in the health care industry. • National Diploma or equivalent in Health & Safety Management • First Aid level 2 Basic Certificate • Fire Prevention Certificate • Registered as a Professional Construction Health & Safety Officer under the SACPCMP. <p>Environmental & Quality qualification is an advantage.</p>

<p style="text-align: center;">SKILLS (Practical & Technical)</p>	<ul style="list-style-type: none"> • Carrying out post incident analysis. • Establishing workplace safety and health committees. • Knowledge of decontamination procedures. • Knowledge of good safety practices. • Developing emergency procedures. • Ability to maintain effective work relationships with people from all social backgrounds.
<p style="text-align: center;">BEHAVIOURAL ATTRIBUTES (Personality Characteristics)</p>	<ul style="list-style-type: none"> • Professionalism and initiative • Well-spoken and respectful • Must be able to adhere to all company rules and policies.
<p style="text-align: center;">JMH VALUES (Commitment)</p>	<ul style="list-style-type: none"> • We respect the dignity of an individual. • We are committed to giving our doctors top quality service. • We are committed to building an atmosphere of trust, and to train and develop our staff to their fullest potential. • We are committed to providing our shareholders with a fair rate of return on their investment. • We will act in a responsible manner towards our physical and social environment.
<p>CV's together with supporting documents should be submitted to: durrecruit@jmh.co.za</p>	
	<p style="text-align: center;">NB: <u>POPIA CLAUSE</u></p> <p>Your information is collected and processed in accordance with the Protection of Personal Information Act No 4 of 2013 (POPIA).</p> <p>By applying to this advert, you consent to JMH (Pty) Ltd collecting and processing your personal information for the purpose of determining your eligibility for the advertised position.</p> <p>If unsuccessful, your personal information is securely destroyed and is not retained by the company.</p> <p style="text-align: center;">Closing date for applications is 31 May 2024</p> <p style="text-align: center;">Yours faithfully Jenny Bux Group HR Manager</p>