

The South African Weather Service (SAWS) is a Section 3(a) public entity under the Ministry of Forestry, Fisheries, and the Environment (DFFE) and is governed by a Board. The organisation is an authoritative voice for weather and climate related services in South Africa and is a member of the World Meteorological Organisation (WMO) to fulfil a range of international obligations of the government. South African Weather Service (SAWS) strives to be a Weather and Climate Centre of Excellence providing innovative solutions to ensure a weather-smart region, sustainable development, and economic growth.

The South African Weather Service (SAWS) is therefore seeking to appoint an efficient and enthusiastic person to undertake the role of:

Senior Manager: SHEQSF

Salary total package: Negotiable

Centre: Centurion

(Ref. WS08/122021)

Job Summary:

- To manage the development and implementation of the SHEQ policies, procedures, and programs, ensuring compliance with relevant legislation and regulatory requirements.
- To manage the maintenance and safeguarding of SAWS facilities/property and fleet of cars while ensuring that the organisation and the relevant service providers comply the SAWS standard operating procedures and legislation.
- Oversee the travel office to ensure that the stakeholders needs are met.

Key Performance Areas:

- Effectively lead and manage the SHEQSF team to ensure that they deliver on the department's objectives
- To develop, implement and monitor the SAWS SHEQ strategy and programmes in support of the SAWS' strategic goals
- To ensure that the organisation complies with the ISO 9001 standard and the Occupational Health and Safety Act

- Working with various regional stakeholders, ensure the provision of a healthy and safe working environment that is fit for purpose
- Ensure that the SAWS Healthy and Safety representatives are appointed and trained accordingly
- Updated compliance certificates and statutory training is conducted
- Perform annual internal audits on existing systems
- To develop and implement relevant security and facilities policies & procedures and ensure continuous adherence to these.
- Together with the relevant stakeholders at the regional offices, oversee the maintenance and protection of the SAWS buildings and facilities/grounds.
- Together with the regional managers ensure that the lease agreements are reviewed annually and where applicable, the Supply Chain Management process is followed in time to renew the leases or conclude new agreements.
- Constantly liaise with the regional managers to ensure all relevant service providers and landlords meet their contractual obligations.
- To oversee the management of the SAWS fleet management
- Work with the GRC department to identify risk control measures and ensure implementation of these across SAWS.
- Coordinate all the mandated audits and make sure that the relevant SAWS employees cooperate with the auditors and submit all requested documents.
- Ensure that all SAWS SHEQSF compliance certificates are up to date and safely stored.
- Facilitate regular stakeholder engagements to determine their needs and levels of satisfaction with the services provided by the department.

Minimum Requirements:

- Appropriate Bachelor's Degree
- Certificate in ISO 9001/OHS systems lead auditing.
- Minimum 5 years' experience in SHEQ/Security and Facilities management with public sector environment and a minimum of 5 years' experience in people management.
- Stakeholder engagement and proven track record in ability to engage at all occupational levels

Technical and Behavioral Competencies Required

- Good communication skills
- Project management skills
- Sound knowledge of risk management
- Knowledge of SHEQ/ISO standards
- Leadership skills
- Multitasking ability
- Facilities management
- Contract management.
- Stakeholder engagement

Please Note:

Register as user on our website using this link: <https://www.weathersa.co.za/home/vacancies> to apply for the above position and upload your (Comprehensive CV with certified copies of qualifications).

Enquiries for the above-mentioned positions must be directed to Ms Sethu Mjiwu, at Tel. (012) 367 6148.

Closing Date: 24 December 2021

Preference will be given to People living with disabilities in line with SAWS EE targets. This is an EE position and preference will be given to females, Africans, Indians and Coloureds (AIC). Correspondence will be limited to short listed candidates only. Candidates who have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. The South African Weather Service is an equal opportunity employer.

Record Reference

HCM-ADVERT- Senior Manager: SHEQSF

