

## EXTERNAL ADVERT

<b>Location:</b>	<b>Centurion</b>
<b>Division:</b>	<b>Enterprise-Wide Support Services (EWSS)</b>
<b>Date last modified:</b>	<b>August 2025</b>
<b>Reports to:</b>	<b>Executive Manager: EWSS</b>
<b>Nature of employment:</b>	<b>Permanent</b>
<b>Total Guaranteed Pay:</b>	<b>Market Related</b>

### [Occupational Health & Safety Specialist]

The purpose of this role is to:

Be responsible for developing and implementing TCTA health and safety plans, enforcing policies, and evaluating practices and facilities to ensure compliance with legal guidelines.

### THE KEY PERFORMANCE AREAS OF THE ROLE IN FOCUS, ARE

#### 1. OHS Strategy, Policy, Procedure and Plan

- Advise on the development of the OHS Strategy for TCTA.
- Guiding and assisting OHS officers (responsible roles) in TCTA and on projects and operations.
- Develops and implements inspection policies and procedures, and a schedule of routine inspections.

#### 2. Compliance to the OHS Act

- Ensuring the OHS appointments according to the Act.
- Ensuring the establishment and functioning of safety committees.
- Ensure that investigations and reporting of accidents and incidents

#### 3. Monitor compliance by Contractors and TCTA

- Managing the strategic relationships and networks with internal and external stakeholders.
- Ensuring the implementation of all relevant regulations and procedures according to the OHS Act.
- Review the proposed safety plans of contractors and internal safety officer.
- Auditing contractors against their accepted safety management plan. Resolve all issues related to new template set-up.

#### 4. OHS Practice Development

- Ensuring the effectiveness of safety management programs, committees, and safety meetings.

- Ensure knowledge transfer to safety officers through regular planned interaction and mentoring programs.
- Implementing awareness programs based on current trends and leading indicators to promote a proactive safety culture.

#### **5. Incident Investigations**

- Investigate and report on accidents and incidents.
- Identify and ensure countermeasures are implemented to prevent reoccurrence.
- Prepare reports and present findings to the relevant Committees.

#### **6. Financial management**

- Develop an OHS budget and control the expenditure within the approved budget.

#### **7. Governance and Reporting**

- Monitoring and reporting on legislative and statutory compliance as defined by government.
- Promoting sound institutional OHS practices through effective planning, maintenance of operations and service standards, management of compliance and risk and participating in TCTA's governance structures.
- Resolution of management action plans within the prescribed timelines.

### **MINIMUM REQUIREMENTS**

- B Degree/B Tech in Health and Safety or a related qualification.
- Registration as Chartered Professional at SAIOSH
- Minimum of 8 years' experience.
- Experience of OHS in a Project Environment.
- Experience in Contractor management in an OHS environment.
- Experience in OHS in a Business Office environment.
- Experience in facilitating on Senior management and Executive level

Please email your CV accompanied by Cover Letter to [careers@tcta.co.za](mailto:careers@tcta.co.za) the subject should be the position title. For enquiries, please contact Itumeleng Mabena at [imabena@tcta.co.za](mailto:imabena@tcta.co.za)

**TCTA's approved Employment Equity Plan and Targets will be considered as part of the recruitment process. As an Equal Opportunities employer, the organisation actively encourages and welcome people with various disabilities to apply;**

**If you have not been contacted within 30 days after the closing date, please accept that your application was unsuccessful.**

**All appointments shall be subject to Competency Assessments.**

***A detailed job profile is available on request.***

**Closing date: 20 August 2025**

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