



VACANCY

The vacancy below is now available at Dundee Precious Metals Tsumeb.

THE POSITION: **SAFETY OFFICER**

The incumbent will report to the **Manager: Safety** and will be accountable for:

ROLE ACCOUNTABILITIES:

- Ensure all Legal, Health, Safety and Environment standards and policies are adhered to.
- Lead by example through compliance with the company purpose and values.
- Ensure the health and safety of employees and equipment.
- Assist with the development and implementation of safety and health systems as well as procedures in areas of responsibility.
- Conduct and revise risk assessments as well as safe work procedures in areas of responsibility in conjunction with line managers.
- Ensure DPM Tsumeb work environments are maintained in accordance with legal requirements and accepted industry practices.
- Record and facilitate the investigation of incidents to determine their root causes.
- Prepare reports on occurrences and provide statistical information to management.
- Identify potential hazards in the work environment that might be harmful to employees, contractors, visitors and recommend preventative measures.
- Manage and coordinate incidents as per set procedures.
- Conduct safety and orientation inductions for employees, contractors and visitors as required.
- Compile and maintain safety training matrix and training records for areas of accountabilities.
- Report and record safety related issues.

QUALIFICATIONS AND EXPERIENCE REQUIRED:

- A Degree or B. Tech in Occupational Health and Safety or National Diploma in Occupational Health and Safety.
- Professional registration will be an added advantage.
- Should be trained on Risk Management: ISO 45001 or Integrated Management Systems.
- A minimum of 4 years work experience as a Safety Officer.
- An in-depth knowledge of the Namibian Health and Safety legislation and regulations.
- Computer literate (Microsoft Office packages, with strong Excel skills).
- Excellent communication skills.
- Sound problem solving and planning skills.
- A police clearance from the Namibian police will be required upon appointment.
- Must be in possession of a valid Driver's license: Code 08.

APPLICATION PROCEDURES:

All applications meeting the **minimum requirements** must be accompanied by a non-returnable detailed curriculum vitae, certified copies of qualifications and identification documents (ID). Applications should clearly indicate the position being applied for and should be sent as **one PDF attachment**. Applications not adhering to these rules will not be considered.

Please forward application to the email: dpmtreruitment3@dundeeprecious.com

CLOSING DATE: THURSDAY, 16 MAY 2024, AT 16H00 PM

Only short-listed candidates will be contacted.

Applicants, who are not contacted within two weeks after the closing date, should consider their application unsuccessful.

The recruitment process will be administered as prescribed by Namibian Affirmative Action Act.

Women and person with disability are encouraged to apply.

Dundee Precious Metals Tsumeb is an Equal Opportunity Employer

