

**The University of KwaZulu-Natal (UKZN) is committed to meeting the objectives of Employment Equity to improve representivity within the Institution. Preference will be given to applicants from designated groups in accordance with our Employment Equity Plan.**

**All eligible permanent members of staff are invited to apply for this position.**

**EXPRESSION OF INTEREST**

**REGISTRAR DIVISION**

**RMS -SHE MANAGER**

**RISK MANAGEMENT SERVICES**

**(PEROMNES GRADE 8)**

**WESTVILLE CAMPUS**

**REF NO.: RMS03/2022**

An opportunity has arisen in the Registrar Division, for an employee to act in the position of RMS - SHE Manager at Risk Management Services Office, for a period of six (6) months, or until post is filled, and or incumbent returns to substantive post.

This position reports to the Director: RMS. RMS-SHE Manager's responsibility is to effectively develop and manage staff, campuses and processes to ensure compliance to the occupational health, safety and environmental management system, internal and external areas of the Institution where there are stakeholders' legal responsibilities.

The key responsibilities of the incumbent include: Manage OccSHE safety compliance within (internal and external stakeholders) campus and that all employees and contractors abide by required safety related measures. Provide advise on Occupational Health and Safety related issues, be knowledgeable and available to assist and give proper guidance where required. Prepare SHE IOD and incidence statistics for each campus and present to SHE committee. Manage direct reports – leave, performance management, financials, training, planning, staff development, one-on-ones etc. Manage the overall budget of the Occ-SHE section.

According to the Policy "Redeployment, Secondment, Transfer and Acting Appointment", the employee should meet most, if not all requirements.

**Minimum Requirements:**

- 3-year Diploma in Safety management (NQF 6) or equivalent
- 5 years minimum SHE related experience, of which 2 years should be at a managerial level.
- Proven knowledge of the Occupational Health and Safety Act and other relevant acts and regulations.
- Practical Knowledge of SHE auditing and conducting different types of Risk Assessments.
- Experience in Staff Supervision and Training.

Enquiries and details regarding this post, as well as requests for a job profile may be directed to Ms. Cynthia Mbuli Njapha or e-mail: [mbulic@ukzn.ac.za](mailto:mbulic@ukzn.ac.za)

Interested employees should send an expression of interest and attach CV, explaining how they meet the minimum requirements sufficiently to perform adequately in the role – to Cynthia Mbuli ([Mbulic@ukzn.ac.za](mailto:Mbulic@ukzn.ac.za)) 031 260 3378, by no later than Friday, 22 April 2022.

*Kindly note that the University of KwaZulu-Natal (“the University”) is required to process any Personal Information (as defined by the Protection of Personal Act, 2013 “POPIA”) submitted by candidates when applying for positions at the University. The provision of the Personal Information is a requirement in terms of the University’s recruitment and selection process. The retention of any personal information is as a consequence of the University being bound by legislative requirements and / or good governance practices as well as record keeping for statistical purposes. The University will endeavour to ensure that the appropriate security measures are in place and implemented for both electronic and paper-based formats that are used for processing of the personal information recorded through this recruitment and selection process.*

