



nampost®

**Vision: A Modern, Vibrant, Customer Centric Company  
that delivers value for its stakeholders.**

### **VACANCY: Officer: Health, Safety and Environment**

**Division:** Employee and Labour Relations

**Department:** Human Resources

**Office:** Windhoek

#### **Primary purpose of position**

To coordinate health and safety systems in the organisation to create a safety culture. Identify hazards and assess risks to health and safety, put appropriate safety controls in place, create awareness and provides advice on accidents prevention and occupational health to management and employees. Leads investigations, identifies the causes and advises on improvements in safety standards that need to be made.

#### **Main Responsibilities**

- Promote health and safety within the organisation and develop safer and healthier ways of working.
- Develop and implement health and safety programmes.
- Conducts periodically safety inspections, safety audits and risk assessment.
- Provide management reports and HSE Statistics.
- Administers the occupational health accidents, incidents and injuries.
- Ensure Health and Safety Instrumentation and Emergency Preparedness.
- Coordinate Medical Surveillance.

#### **Educational requirements**

B Degree in Health and Safety and SAMTRAC Diploma or equivalent Certification.

#### **Experience requirements**

Three 3 years relevant experience in occupational health and safety environment

#### **Skills and knowledge requirements**

- Investigation and report writing skills.
- First Aid and knowledge of Health, Safety and Environmental Standards and Labour Act No11: 2007
- Proficient in written and spoken English
- Computer literate Microsoft word, Excel and PowerPoint.

## Other

Driving licence Code B / BE will be an advantage.

## Closing Date: 13 December 2024

Candidates who comply with the above criteria and competency areas should register on NamPost's HR Recruitment Portal on the NamPost website ([www.nampost.com.na](http://www.nampost.com.na)).

The documents that need to be uploaded Cover letter, certified copies of relevant qualifications together with a detailed curriculum vitae.

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