



## **GMRC OFFICER**

(Payclass 10)

### **Occupational Health Safety and Environment Division Properties & Services**

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The Properties & Services (P&S) Department at UCT is seeking to fill the post of Officer: Governance, Monitoring, Risk and Compliance (GMRC) within the Occupational Health Safety and Environment (OHSE) Division.

The main purpose of this position is to support the GMRC Manager in achieving the overall implementation of the OHSE Governance, Monitoring, Risk and Compliance requirements across UCT through a systems-based approach such as the ISO45001.

This position is responsible for the quality management of all OHS management systems and procedures aligned to the ISO45001 document control requirements. The position is to ensure that all administration related to Governance is recorded and disseminated as per the respective forums' requirements and to proactively ensure that all key role-players are trained in the use of an OHS automated system that supports the principles of good corporate governance.

- a) The successful incumbent will be expected to improve UCT's OHS document control management as it relates to risk and assurance requirements management. The incumbent is also responsible to conduct OHS risk assessments especially for common areas across UCT; review all controls and incident investigation reports and advise GMRC Manager on incidents exceeding close out date.
- b) The incumbent must have the ability to provide statistical analysis of incidents based on e.g. type of injury, root causes; place of occurrence and faculty /department with incident frequencies.

#### **Requirements must include:**

- NQF 6 Qualification-in Occupational Health and Safety (OHS) or relevant discipline.
- At least 5 years of experience in Occupational Health and Safety Management; with at least 2 years of experience in the implementation and monitoring of ISO 45001/equivalent systems.
- OHS auditing, risk management and presentation skills.
- Good analytical and computer skills.
- Solid OHS incident investigation, root cause and trends analysis skills.
- Knowledge of the Occupational Health and Safety Act and Regulations, knowledge of ISO 450001.
- Excellent organizational, information management and communications skills.
- Excellent report writing skills.
- Proficient in MS Office suite.
- A valid Code EB driver's license.
  - Membership of professional body (e.g. SAIOSH)

#### **Advantageous:**

- Experience with OHS automated systems.
- Knowledge of the National Environment Management Act and related regulations.
- ISO 31000 and related systems.

#### **Reporting to the GMRC Manager, the responsibilities of this position will include:**

- Ensuring that all documentation control support good corporate governance practices.
- Attend risk management committee meetings across faculties and departments providing guidance and support to relevant stakeholders.
- Provision of training on GMRC requirements across faculties and departments.
- Planning and execution of internal audits at least annually across various faculties and departments.
- Provide monthly reports to GMRC Manager and support in compilation of related governance requested reports.
- Ensuring that effective tracking of controls is effectively implemented and to timeously report deviation to the GMRC Manager.
- Conduct incident investigation and provide monthly incident investigation trends, statistics and analysis reports to the GMRC Manager.
- General support to the OHSE strategy and objectives.

The annual cost of employment, including benefits, is between **R580137 to R682513**.

**To apply**, please e-mail the below documents in a **single pdf file** to Mr Ian Petersen at [recruitment02@uct.ac.za](mailto:recruitment02@uct.ac.za)

- UCT Application Form (download at <http://forms.uct.ac.za/hr201.doc>)
- Motivation letter that speaks to the specific requirements of the position
- Curriculum Vitae (CV) including a one paged executive summary

Please ensure the title and reference number are indicated in the subject line.

An application which does not comply with the above requirements will be regarded as incomplete.

Only shortlisted candidates will be contacted and may be required to undergo a competency test and pre-placement medical tests.

**Telephone:** 021 650 3003

**Website:** <http://www.uct.ac.za/services/properties/>

**Reference number:** E230207

**Closing date:** 08 May 2023

*"UCT is a designated employer and is committed to the pursuit of excellence, diversity, and redress in achieving its equity targets in accordance with the Employment Equity Plan of the University and its Employment Equity goals and targets. Preference will be given to candidates from the under-represented designated groups. Our Employment Equity Policy is available at [www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf](http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf). "*

UCT reserves the right not to appoint.