



HEAD: OCCUPATIONAL HEALTH UNIT

(Payclass 11)

Occupational Health Safety and Environment Division Properties & Services Department

The OHSE Division within P&S is seeking a Head of the Occupational Health Unit.

The main purpose of this position is to support the OHSE Division in offering highly specialised professional Occupational Health Services to the University of Cape Town Community.

This position will be responsible for the implementation of organised operational function, document management, digitisation of all departmental processes which are aligned to the UCT Technology services

Assist in the implementation of programs to support legal requirements & ensure that they are aligned to the ISO 45001 programs.

Requirements include:

- NQF – 8 Management Studies and Emergency Management to include a suitable Occupational Hygienic qualification including an Ergonomics specialist qualification.
Professional Registered Nurse with SANC
- Must have at least 8 years management experience in Occupational Health & Safety and 5 years senior management roles-in Occupational Health and Safety or equivalent.

Must have Knowledge of the following: Compensation for Occupational Injuries & Diseases Act; The Occupational Health & Safety Act; The Nursing Act 33 of 2005; Health Professionals Act; Healthcare protocols; Occupational Hygiene protocols; Occupational Risk Exposure Profile

Advantage: Risk Management Skills / Presentation Skills / Competencies in Emergency Response Management and membership of a related professional body

Reporting to the OHS Manager, the responsibilities of this position will include:

- The Management of the Operational Functions of the OH Unit
- The Management of the OH Unit Professional Staff
- The Management of Service Level Agreements of the departments service providers
- Work closely with the OHSE management team in drafting policies and procedures aligned to ISO45001 requirements.
- Assist in the role out of the OHSE Divisions Risk Management program
- Lead the UCT Occupational Risk Exposure Profile program
- Facilitate the role out of the University of Cape Town Ergonomics program
- Work closely with the UCT HRM Organizational Unit in the management of staff well-being
- Work closely with the UCT Wellness Department in the management of the well-being of students

The annual cost of employment, including benefits is between **R 711 889** and **R 837 514**

To apply, please e-mail the below documents in a **single pdf file** to Mr Ian Petersen at 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 2163

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

Reference number: E230295

Closing date: 25 August 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."

UCT reserves the right not to appoint.