

## VACANCY – SHEQ OFFICER

12 Months fixed term contract (Renewable)



Ezulwini Town Council (EZTC) invites suitably qualified and experienced candidates to apply for the position of **SHEQ Officer**. The position reports to the Public Health and Environment Manager. The SHEQ Officer is responsible for the implementation and maintenance of a health and safety policies and procedures in the workplace aligned with the relevant national legislations. This involves regular toolbox talks, inspections, audits, providing training, guidance to employees and investigating accidents and incidents. The role also includes identifying hazards, ensuring compliance with legislation, and promoting a culture of health and safety in the workplace.

### Main Responsibilities

- Conduct hazard identification and occupational health, safety, environmental, and quality (SHEQ) risk assessments and implement corrective actions.
- Support the implementation and continuous improvement of risk management systems.
- Develop, implement, and monitor occupational health and safety programs and initiatives.
- Conduct routine inspections of workplaces, commercial establishments, construction projects, and Council facilities to ensure compliance.
- Monitor adherence to safety procedures and ensure the proper use of Personal Protective Equipment (PPE).
- Investigate workplace incidents and accidents, determine root causes, and recommend preventive measures.
- Coordinate emergency preparedness activities, including safety awareness programs and emergency drills.
- Develop, review, and enforce SHEQ policies, procedures, and statutory compliance requirements.
- Monitor and improve SHEQ performance across all Council operations and work sites.
- Identify unsafe acts, conditions, or practices and recommend immediate corrective action.
- Collect, manage, analyze, and report SHEQ performance data, statistics, and compliance information.
- Maintain and support Quality Management Systems (QMS), including ISO standards, accreditations, and continuous improvement initiatives.
- Facilitate occupational health and safety training, toolbox talks, refresher courses, and awareness campaigns.
- Provide technical advice and guidance on health, safety, quality, and environmental matters to employees and management.
- Liaise with regulatory authorities, inspectors, trade unions, and other stakeholders on SHEQ-related matters.

### PROFESSIONAL QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's Degree in Occupational Health and Safety or Equivalent
- 3-5 years' experience working in the field of Occupational health and Safety
- Knowledge of ISO Standards
- Knowledge of national legislations in the subject area
- Excellent communication and interpersonal abilities
- Proficiency in Microsoft Office Suit
- Good communication- written, oral and presentation

### APPLICATION PROCEDURE

Written applications to be accompanied by a curriculum vitae and certified copies of qualification.

- Directed to: **The Corporate Services Manager**
- Hand delivery of applications will not be accepted.
- Emailed to: [recruitment@ezulwini.co.sz](mailto:recruitment@ezulwini.co.sz)
- Closing Date: **Tuesday 21<sup>st</sup> July 2026**
- Correspondence will be limited to short-listed applicants.
- Appointment will be subject to verifications, assessments, and reference checks.