

HEALTH AND SAFETY OFFICER (GRADE C3)

Duty Station: Rundu VTC (RVTC)

Reporting to: Head of Training



NAMIBIA TRAINING
AUTHORITY

Purpose: To coordinate an effective Health and Safety as well as Maintenance function at the VTC Centre.

Key Performance Areas:

- **Health and Safety: Technical**
 - Carry out regular SHE inspections and audits for compliance purposes
 - Ensure compliance personal protective equipment requirements
 - Ensure that SHE compliance training are conducted and certifications are done in line with legal requirements
 - Responsible for the management and maintenance of the building management software, including regular maintenance and audits to ensure functionality and comfort levels are maintained
 - Ensure that all fire preventative measures (including fire detection system) are in working order at all times and maintained on a regular basis
- **Health and Safety: Non-Technical**
 - Ensure proper and accurate documentation, statistics and reporting
 - Manage and negotiate business relationship with external security services provider
 - Facilitate security oversights at all entry and exit points
 - Manage all buildings and facilities to meet all requirements in line with the National Buildings Regulations Act
- **Occupational Health and Safety (OH&S)**
 - Take accountability to ensure all OH&S requirements for all locations are met and ensure that all adequate controls, policies and procedures are in place to ensure compliance with applicable law
 - Conduct regular risk assessments and ensure mitigation initiatives are implemented accordingly
 - Ensure that adequate fire wardens and health and safety representatives are in place and receive adequate training
 - Ensure OH&S audits are undertaken on a regular basis

Qualifications and Experience

- A National Diploma in Occupational Health and Safety or Environmental Management or equivalent qualification from a recognised institution (NQF Level 6)
- Three (3) years relevant experience in Occupational Health and Safety
- SAMTRAC
- Drivers' license will be an added advantage

Required Competencies

- Interpersonal skills
- Communication skills
- Report writing skills
- Organising skills

Closing Date: 17 October 2025

Applications should be directed to the HR Officer at the relevant Vocational Training Centre (VTC); by couriered or hand-delivered.

Rundu Vocational Training Centre – RVTC
Private Bag 2021, Rundu.
Tel.: 066-26900;

The NTA is an Equal Opportunity Employer and candidates from designated groups are encouraged to apply. Please note that reference checks and competency assessment tests will be conducted and qualifications will be verified. Only shortlisted candidates will be contacted. Only certified documents will be accepted. **All applicants with foreign qualifications must submit their application(s) by attaching their Namibia Qualifications Authority (NQA) evaluation results/records.**

The NTA reserves the right not to make any appointment in this position.

