

7 October 2019

**The Public Investment Corporation (PIC) invests funds on behalf of public sector entities including the Government Employees Pension Fund. The organisation is the largest investment manager in the country and the continent. Applications are invited from dynamic individuals for the following challenging position:**

**Position: SHE Officer  
Job Grade: C3 – C5  
(Ref: SHEOFF002)**

**Salary:** All-inclusive remuneration package negotiable

**Centre:** Risk Management

**Requirements:**

- Grade 12 & relevant qualification in Health and Safety
- SAMTRAC will be advantageous
- 3 - 5 years' experience in a similar role

**Duties:**

- Ensure full compliance to the requirements of the OHS Act
- Implement and maintain SHE programs in order to ensure that PIC complies with all relevant and safety and environmental legislation
- Investigate, record and report hazards, accidents, injuries and health issues within the workplace
- Identify unsafe working conditions, study possible causes and recommend remedial action
- Conducts training sessions for management, supervisors and workers on health and safety practices and legislation
- Induct new employees, consultants and contractors on evacuation emergency procedures
- Coordinate emergency procedures, firefighting and first aid teams
- Coordinate SHE committee activities
- Communicates frequently with management to report on the status of occupational health and safety programmes

- Develop occupational health and safety systems, including policies, procedures and manuals.
- Assist in compliance reviews, general risk assessments and other safety assessments to support Health, Safety and Environmental management
- Compile a quarterly report for SHE performance.
- Attend to daily SHE issues in the building including complaints.
- Ensure that safety equipment is inspected accordingly and not tampered with by conducting routine or random inspections.

**Competencies and skills:**

- Problem solving
- Customer focus/Client centricity
- Planning and managing of resources
- Strong Communication skills
- Business acumen
- Negotiation skills
- Compliance Management

**With the PIC having topped the R2 trillion mark in assets under management and in the process of entering the global investment market, it is the best asset manager any serious professional would want to be associated with. It is also one of the better places from which one can serve South Africa.**

**PIC is an equal opportunity employer**

**Closing Date: 14 October 2019**

Please email a copy of your comprehensive CV to [Recruitment4@pic.gov.za](mailto:Recruitment4@pic.gov.za)

**\* Grade range is from C3 – C5 commensurate with applicable minimum requirements.**