

09 January 2024

**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 (Safety, Health, and Environment) Officer (FTC – 4 months)**

**Job Grade: C3 – C5**

**(Ref: SHEOFF002)**

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

**Centre:** Risk Management

**Requirements:**

- Grade 12 & a Diploma in Occupational Health and Safety/ Environmental Health
- B.Tech: Environmental Health with Occupational Health and Safety will be an advantage
- 3 - 5 years' experience in a similar role

**Duties:**

- Ensure full compliance with the requirements of the OHS Act and other relevant legislation.
- Implement and maintain SHE programmes to ensure that PIC complies with all relevant legislation.
- Investigate, record and report hazards, incidents, injuries, and health issues within the workplace.
- Identify unsafe working conditions, study possible causes and recommend remedial actions to prevent re-occurrence.
- Conduct SHE awareness sessions for management, supervisors and workers on health and safety practices and legislation.
- Ensure that all emergency preparedness appointees (First Aiders, Health, and Safety Representatives etc.) are formally trained by authorized or certified trainers/organizations.
- Conduct annual emergency drills.
- Conduct SHE inductions for new employees, consultants, and contractors on PIC emergency procedures.

- Coordinate SHE committee activities.
- Communicate 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 on SHE performance.
- Attend to daily SHE issues in the building including complaints.
- Ensure that safety equipment is inspected & serviced (by qualified service providers) accordingly and not tempered with by conducting routine or random inspections.

**Competencies and skills:**

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

**With the PIC having topped the R2.6 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 opportunities employer and as such appointments will be in line with the PIC Employment Equity plan.**

**Closing Date: 16 January 2024**

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.**

**Privacy Notice:** By submitting your job application, you consent to PIC's processing of your personal information for the purposes of assessing your job application. PIC will process your Personal Information in accordance with applicable laws and the PIC Privacy Policy available [here](http://www.pic.gov.za) ([www.pic.gov.za](http://www.pic.gov.za)). You are free to withdraw your consent at any time, after which, PIC may no longer be able consider your job application