

National Social Inclusion Foundation

Scheme of service

Post	Safety and Health Officer (Part-Time)
Salary	Rs 29,766 per month plus salary compensation at approved rates
Travelling Allowance	Rs 3,500
Duration of Contract	One (1) year renewable
Qualifications/Experience/Skills	Candidate should: <ol style="list-style-type: none">1. Possess a Diploma in Occupational Safety and Health Management or an equivalent qualification acceptable to the Foundation;2. Reckon at least three years' experience post qualification in the field of Occupational Safety and Health;3. Be well conversant with the Occupational Safety and Health Act 2005, its regulations and related legislations;4. Have good interpersonal, communication and negotiating skills; and5. Be computer literate.
Duties and Responsibilities	<ol style="list-style-type: none">1. To be responsible to the Secretary General for the performance of the following duties;<ol style="list-style-type: none">i. to inspect all places of work with the Foundation, assess all risks and make recommendations thereon;ii. to carry out health and safety audits of the Foundation as and when required and ensure that the Foundation is complying at all times with the Occupational Safety and Health legislation and standards applicable in Mauritius;iii. to prepare, elaborate and implement plans so that adequate safety and health measures are maintained at the NSIF;iv. to formulate policies relating to safety and health and ensure that appropriate mechanism for the effective planning, organizing, controlling, monitoring and reviewing of preventive and protective measures are established;v. to advise on the selection of personal protective equipment and any other safety related items;vi. to act as secretary to safety and health committees, as and when required;vii. to report regularly to the Occupational Safety and Health Unit

	<p>on progress in the implementation of projects/ programmes for enhancing work environment;</p> <ul style="list-style-type: none">iii. to conduct risk assessments to safeguard the health and safety of all employees of the NSIF;ix. to submit recommendations on practical measures and techniques to be adopted to minimize or eliminate risks in existing or proposed processes to be undertaken by the NSIF;x. to maintain and update the health and safety documentation system at the Foundation and coordinate and conduct health and safety training programmes for the staff of the NSIF as and when required;xi. to conduct Fire Evacuation Drills at least once during the year as per existing legislation;xii. to assist management in Court/Tribunal for cases pertaining to occupational accidents or other safety and health related issues; and <p>2. To use ICT in the performance of the duties.</p> <p>3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the employee in the roles ascribed.</p> <p>Note:</p> <ul style="list-style-type: none">1. The Part Time Safety and Health Officer will be required to work 15 hours per week at the Foundation;2. The Part Time Safety and Health Officer may be required to work outside normal working hours, Saturdays, Sundays and Public Holidays.
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