



**Ugu District Municipality  
Distrik Munisipaliteit  
Umasipala Wesifunda**

**EXTERNAL VACANCY**

The Municipality seeks to appoint a highly motivated and suitably qualified self starter to the following position:

**CO-ORDINATOR - OCCUPATIONAL HEALTH & SAFETY**

**Salary: R 43 831.66 pm (Inclusive of benefits)**

**(06 MONTHS CONTRACT)**

Reporting to the Manager: Human Resources, the successful candidate will be responsible for the following, inter-alia:

- Facilitating Hazard Identification & Risk Assessment Exercises on all Municipal Sites.
- Carrying out routine and non-routine safety audits by conducting site visits.
- Enforcing and promoting Health & Safety on all Municipal Sites, including construction work.
- Reporting on OHS related activities.
- Advising employees on safety issues and address all complaints.
- Reviewing Contractor Occupational Health and Safety plans/files.
- Conducting inspections & audits and report on potential hazardous conditions in the workplace as well as on Municipal Construction Sites.
- Training staff with regards to occupational health & safety in the workplace.
- Liaising and co – operating with Department of Employment & Labour concerning construction project issues.
- Attending and participating in Construction Project sites meetings.
- Conducting incident investigations.

**Requirements:**

- A valid Grade 12 Certificate
- Occupational Health and Safety Qualification or relevant qualifications.
- A Minimum of 05 years experience within a similar environment
- Computer Literacy essential (MS Word and Excel)
- A valid Code B drivers' license is essential
- A good knowledge of the Occupational Health & Safety Act
- A good knowledge of the Construction Regulations

**The canvassing of councillors and/or management in respect of this position will lead to disqualification of the applicant.**

Letters of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of qualifications to be forwarded to: [Recruitment@ugu.gov.za](mailto:Recruitment@ugu.gov.za) or The Manager: Human Resources, Ugu District Municipality, PO Box 33 (96 Marine Drive, Oslo Beach), PORT SHEPSTONE, 4240.

**The closing date for applications will be 16h00, Friday 06 June 2025 (If you do not hear from us within 30 days of the closing date, regard your application as unsuccessful)**

**The Municipality is an equal opportunity, affirmative action employer and in this vein, appropriately qualifying women and disabled persons are encouraged to apply.**

***The Municipality reserves the right not to make an appointment***

  
**MS MP GOBHOZI**

**ACTING GENERAL MANAGER: CORPORATE SERVICES**

  
**MR VO MAZIBUKO**  
**MUNICIPAL MANAGER**