



CONSTITUTIONHILL

**CALL FOR APPLICATIONS: SHEQ Officer
(PERMANENT CONTRACT WITH THREE MONTHS' PROBATION,
SALARY R352 952 PER ANNUM TOTAL COST OF EMPLOYMENT)**

Constitution Hill Development Company seeks to appoint a SHEQ Officer who will be responsible to ensure the development, review, and implementation of policies and procedures of Occupational Health, Safety, and Security at Constitution Hill for a robust safety management system.

Key Responsibilities include:

SHEQ Compliance and Awareness: • Develop, implement, and maintain safety and health programs to ensure a safe work environment for employees. • Monitor compliance with occupational health and safety regulations and standards. • Implement environmental policies and practices to minimize the organization's impact on the environment. • Ensure compliance with environmental regulations and promote sustainability. • Ensure coaching and guidance on ISO system and employees. • Provide training and awareness programs to employees to ensure they understand and comply with SHEQ standards and ISO systems. • Foster a culture of safety, health, environmental responsibility, and quality excellence.

People and stakeholder Management: • Supervise employees as appropriate within the department to optimize business performance and the service to customers • Ensure staff has the required skills and experience to execute their tasks. • Conduct Performance Planning Sessions. • Compile the Performance Management documentation in collaboration with the staff member in terms of: Job Profile requirements; • Strategic Performance Objective; Key Performance Areas; and Personal Development Plan. • Track and monitor performance in accordance with policies and procedures and performance planning documentation. • Continuously provide feedback and coaching to ensure that the staff member/s performs at optimum productivity level. • Conduct performance reviews in accordance with policies and procedures and take corrective actions where necessary. • Appraise performance at the end of each performance period in accordance with policies and procedures. • Provide feedback to the relevant role players.

Reporting: • Provide regular reports regarding the performance of the functional area in relation to the planned actions • Report any concerns and incidents within areas of responsibility • Provide management with monthly and ad hoc report • Plan and conduct regular internal and external SHEQ audits and assessments to verify compliance and identify areas for improvement.

SHEQ Coordination: • Administer the SHEQ system in line with the OHS Act and ISO standards. • Analyse incident investigations to determine root cause, prepare and/or analyse incidents reports and verify corrective measures are implemented. • Ensure that incidents are documented and corrective actions are promptly addressed. • Evaluate potential hazards and ensure the recommended controls are put into effect. • Perform audits of the SHEQ management system. • Collaborate with and provide assistance for independent investigations into serious accidents and incidents. • Assist in the dissemination and enforcement of policies, procedures, safe work methods, method statements, and risk assessments. • Assist in the establishment and upkeep of ISO systems and the maintenance of all related records. • Prepare the organization for annual external ISO audits. • Regularly inspect company buildings to verify compliance with safety and emergency regulations. • Conduct routine SHE audits of tenant buildings to ensure compliance. • Organize management review meetings.

Qualifications and Experience:

Minimum: • Bachelor's degree or NQF Level 7 qualification in management, environmental science, quality assurance, or a related field. • ISO Lead Auditor Certificate (ISO 9001 ISO 14001 ISO 45001). • COSMOC or SAMTRAC 1 and 2. • 3 years in a similar environment

Preferably: • Postgraduate degree or NQF Level 8 qualification in management, environmental science, quality assurance, or a related field. • Supervisory course certificate. • 5 years in a similar environment

Knowledge, Skills and Abilities Required: • Able to read blueprints and shop drawings • Administrative and mathematical skills • Good planning and organizational skills • Project management • Communication • Problem solving • Conflict Handling • Computer Literacy (Microsoft Office (Word, Excel, PowerPoint, Outlook, MS Project, Visio) • Inter-personal • Presentation Skills • Negotiation • Good oral/written communication skills • Sketching • Decision making. Ideal: • Ability to multi-task • Innovation • Time Management • Sense of Humour • Diplomacy • Honesty • Integrity • Ability to work under pressure • Resilient • Attention to detail • Self-motivated • Ability to supervise others • Team player

WORKING CONDITIONS: • On-site / office environment • Travelling is involved • Must be prepared to work in emergency/ outside hours.

Preference will be given to people with disabilities.

Applications should be submitted online: <https://bit.ly/GGDAGroupRecruitment> **Enquiries should be addressed to:** recruitment@conhill.org.za

Applications: All applications must be submitted and accompanied by curriculum vitae with contactable references, certified copies of qualifications and identity documents.

The closing date for all above position is the **24 May 2026**, diversity is encouraged, preference will be given to Women, Youth and People with Disabilities and only shortlisted candidates will be contacted.

The Protection of Personal Information Act (POPIA) came into effect on 1 July 2021. The GGDA respects your privacy and is committed to keeping your personal information secure and confidential. The Group will ensure that in Processing an Applicant's or Employee's Personal Information, it will adhere to its obligations in terms of POPIA. By virtue of you applying for this position, you give The Group the consent to keep and or process your information as per POPIA

Constitution Hill reserves the right to make an appointment.