

Job Title: SHE Officer

Reports to: General Business Manager (Line)
Corporate SHE Manager (Functional)
(R) Responsible (A) Accountable

Main Responsibilities

Support the Management of Business Performance:

1. Direct and co-ordinate the development and implementation of the Country's SHE strategy and program (R)
 - SHE objective and target setting, management, reporting and review
 - Develop strategy to achieve site level SHE objectives
2. Monitor and communicate on performance to improve decision making regarding SHE and to integrate SHE into business decisions. (R)
 - External and internal communication
 - Reporting on time and accurate

Support current and new business initiatives:

Implement, control, maintain and improve the Factory SHE Management systems including achieving and maintaining ISO14001 and OHSAS18001 certification. Support this through developing and implementing specific tools and initiatives as part of the Factory's SHE program and exercising functional leadership of the TPM SHE pillar. (R)

- ISO 14001 and OHSAS 18001
- BBSHE programs
- Driver safety programs
- Officer safety programs
- TPM
- NIMS

Ensure adherence to good governance:

Ensure adherence to all company principles, policies and requirements, including NEMS and NSMS. Ensure compliance with applicable legal requirements related to SHE. (R)

- Legal requirements
- Statutory requirements
- Specific safety instructions

Main Purpose of Job

- Ensure legal compliance to local legislation in all aspects of Environment, Occupational Health and Safety. Where a legal framework does not exist, adapt best practices from best in class operations/countries.
- Support and advise the Site Management team in all aspects of Safety, Health and Environment (SHE), including developing and driving initiatives leading to continuous improvement in SHE performance.

Required Qualifications:

- University degree in Engineering/Sciences
- 2 years prior experience in SHE Management
- Diploma or equivalent qualification in SHE/Alternatively, additional year of experience and training in SHE
- Good system knowledge of ISO 14001 and OHSAS 18001
- Experience with training, coaching and managing people
- Refined computer skills (Ms Office applications including Ms Project)