

Witzenberg Municipality, with its Head Office in Ceres, serves the following areas: Ceres, Tulbagh, Wolseley, Prince Alfred's Hamlet, and Op-die-Berg.

**DIRECTORATE CORPORATE SERVICES  
HUMAN RESOURCE MANAGEMENT  
SENIOR HUMAN RESOURCES OFFICER (OCCUPATIONAL HEALTH AND SAFETY)  
(REFERENCE: COR 42) (PERMANENT APPOINTMENT) - HEAD OFFICE**

Applications are hereby invited from individuals with the applicable qualifications for the above vacancy.

**Requirements:**

- A relevant 3-year tertiary qualification in Human Resources Management or related field
- A SAMTRAC Certificate.
- A valid Code B Driver's license.
- Computer literacy (Office Applications)
- 5-8 years of relevant experience as an Occupational Health and Safety officer.
- Thorough knowledge of relevant safety, security, and environmental legislation (OHS Act & COID Act).
- Good human relations, interpersonal, and communication skills.
- Must work overtime/attend meetings after normal office hours when required
- Must perform duties in the whole municipal area.
- Ability to give attention to detail and ability to work under pressure.
- High level of responsibility and ability to deal with conflict situations.
- Fluent in at least 2 of the 3 languages spoken in the Western Cape, Afrikaans, English or IsiXhosa.
- **Please note:** A performance agreement is also applicable to this position, whereby the employer reserves the right to institute a performance management program.

**Competencies**

No	Category	Competency
1.	Core Professional Competencies	<i>Organisational Awareness; Consulting; Planning and Organising; Monitoring and Control; Negotiation; Oral Communication; Written Communication</i>
2.	Functional Competencies	<i>Change Management; HR Technology / Information Management; HR Service Delivery; Strategic HR Management; Talent Management; Workforce Planning; Learning and Development; Occupational Health and Safety; Compensation and Benefits Management; Performance Management; Employee Wellness &amp; Industrial and Labour Relations</i>
3.	Public Service Orientation Competencies	<i>Interpersonal Relationships; Communication &amp; Service Delivery Orientation</i>
4.	Personal Competencies	<i>Action and Outcome Orientation; Conflict Management; Resilience; Learning Orientation; Accountability and Ethical Conduct and Problem Solving and Analysis</i>
5.	Management / Leadership Competencies	<i>Direction Setting; Impact and Influence; Coaching and Mentoring &amp; Team Orientation</i>

**Duties:**

- Ensure that all work is done according to regulations (Occupational Health and Safety Act, Compensation for Occupational Injuries and Disease Act)
- Plans, prioritizes, and schedules OSHA and COIDA requirements
- Establish and enforce in conjunction with the Manager, the needs, standards, and norms of the Section
- Interact with the Immediate Superior continuously to establish an effective base of communication in the continuation of tasks
- Interact with Directorates to obtain views and opinions and to provide guidance with problem-solving
- Give guidance to personnel with regard to Occupational Health and
- Safety training and utilization of support services, and exercising discipline
- Liaise with organizations and Government Departments regarding requirements that will affect the Section
- Responsible for maintaining, updating, and reporting to the Manager regarding statistical information such as ,COID Statistics, Occupational Health and Safety appointment statistics, Training records on Health and Safety, providing and keeping statistical information and records for inclusion in official reports, and Statistics on departmental reports on OHS matters.

- Coordinate, implement, and maintain a comprehensive occupational health and safety program and strategies designed in compliance with statutory obligations to prevent injuries in the workplace
- Prepare management directives and enforce compliance with health and safety standards, and maintain related manuals.
- Conduct inspections and investigations of workplaces, municipal premises, and facilities to determine compliance with statutory legislation
- Visit and inspect specific workplaces, premises, and facilities to observe potential and/or unsafe acts, conditions and hazards.
- Provide support associated with the implementation of procedures and measures to personnel in order to facilitate a safe and healthy working environment
- Establish Health and Safety Committees and appoint Safety Representatives for relevant workplaces.
- Attend to procedures associated with the occurrence and prevention of occupational injuries and ill health
- Receive reports of accidents, injuries, and dangerous occurrences and determine their causes and make recommendations to improve recurrence prevention and controls.
- Participate in the delivery of awareness and educational programs on occupational health and safety approaches
- Identify specific training needs of employees and liaise with the Skills Development Officer and Management regarding the nomination of employees for training courses.
- Responsible for ensuring that procurement is in accordance with the Council's policy, rules, regulations, legislation and guidelines
- Receive and analyze assigned purchase requisitions for compliance with Council standards, ensuring complete information, accuracy and that order parameters are clear and understood
- Give inputs with regard to capital and operational budget to the Human Resource Manager
- Monitor the Sub Section's budget expenditure against the approved budget allocation in accordance with the MFMA
- Guiding the drafting of contracts and verifying details, terms and conditions, specifications to comply with prescribed policies, regulations and procedures
- Participating in the appointment process and briefing service providers on the terms and scope of such appointments
- Co-ordinate specific administrative and reporting requirements associated with the key performance and result indicators of the functionality
- Prepare analytical, investigational, and productivity reports referring to statistical data and qualitative information related to specific
- Investigations and complaints.

**Salary: R 420 533,54 – R 545 881. 51 per annum (Post level T12 of a Grade 4 Municipality)**

**(Excluding: Pension fund contribution, Cellular telephone allowance, motor scheme allowance, Medical Aid, and Annual Bonus)**

Interested candidates must complete an official application form, which is obtainable on our website: [www.witzenberg.gov.za](http://www.witzenberg.gov.za) or at the Municipal Buildings at ODB, Wolseley, PA Hamlet, Tulbagh, and the main Office at Ceres. **(Applicants who do not fully complete the official application form and who do not submit certified copies of qualifications/identity documents/ driver's license will not be considered)** with a detailed CV accompanied by a cover letter, certified copies of qualifications, driver's license, and three (3) names of work-related references **(with email address of referent – the referent must be work-related)** to the Human Resource Manager, PO Box 44, Ceres, 6835, or Fax to 023 – 3161877 or E-mail to: [admin@witzenberg.gov.za](mailto:admin@witzenberg.gov.za). For further inquiries, you may contact Mr H Arendse at the Human Resources Department at Telephone number 023 – 3161854. **Disclosure of incorrect information will lead to disqualification.**

**Closing Date: 23 JANUARY 2026 BEFORE 12H00**

**Please note:** Canvassing of Councillors or any member of the Appointment Committee will result in automatic disqualification. Applicants who do not receive a reply within one (1) month after the closure of the applications should consider their application unsuccessful. Applications received after the closing date will not be accepted or considered. Witzenberg Municipality reserves the right not to appoint. Your application will be subjected to verification of qualifications as well as credit and criminal record checks.

**Please state the reference number on your application**

**(Witzenberg Municipality fully supports and encourages designation groups to apply (in terms of the Employment Equity Act))**

Municipal Manager  
D Nasson  
04/03/22

December 2025