

Vacancy: Compliance Officer Intern (Re –Advertisement)

Job purpose:

To maintain a safe, healthy, and hygienic work environment. To ensure that the company adheres to OHSA regulations and internal policies.

Qualification and Experience

- A three-year degree or National Diploma health and Safety or safety management or Equivalent qualification
- Drivers licence
- Minimum of 2 years relevant experience is advantageous

Competencies and Skills

- Organisational skills: efficient and accurate planning
- Team-player, but able to work independently.
- Resource and time management
- Problem solving ability.
- Strong communication and interpersonal skills
- Competent use of Outlook, Excel and Word

KAA's and key activities

1. Operations Management

- Reviewing regulatory standards and trends to stay updated of issues in the field of health and safety.
- Conduct health and safety internal audits, ensure non- conformances of processes and standards are raised.
- Planning and implementing Employee Orientation
- Coordinate SHE related procedures such as hygiene, PPE, contractor compliance, environmental monitoring and worker safety.
- Ensuring accurate internal safety and compliance checks are performed, health and safety walk throughs, these checks must be done timeously. Through record keepings of such events.
- Ensure that all Health & Safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Ensure that all accidents are documented, investigated, and recommended improvements implemented.

Quality is an investment in the future

- Ensure that safety inspections are carried out, fire drills and fire alarms, first aid boxes are correctly reported and working procedures are managed and employees are aware of their responsibilities.
- Develop and implement disaster management /recovery plan.

2. Administration

- Monthly updates of safety files
- Act as a Secretary for Health & Safety Committee meetings and ensure all agreed action points are completed within deadlines.
- Overseeing the administration of IOD claims
- Keeping records of internal audits and checks
- Update, Develop SOPs & safe working procedures.
- Participate in external audits.

3. Management Support

- Conduct an environmental impact study.
- Compile environmental, social and governance strategies.
- Disease Outbreak Management
- Assist management with the development of environmental and social goals.

Candidates meeting the above criteria, may apply in confidence enclosing a detailed CV by email to recruitment@anbinvestments.co.za. Applications close on the 23 May 2025. Only short-listed candidates will be contacted for an interview. If the company does not contact you on or before 28 June 2025, please accept that your application was not successful.