

VACANCY ANNOUNCEMENT

Botswana Special Economic Zones Authority (SEZA) is a Parastatal under the Ministry of Investment Trade and Industry (MITI). It was established in 2015 through the 2015 Special Economic Zones Act of Parliament and institutionalised in 2018. The Organisation is responsible for the overall coordination and implementation of activities related to the establishment and development of Special Economic Zones (SEZ).

Applications from qualified and experienced candidates are invited for the following position:

1. TEMPORARY SAFETY, HEALTH, ENVIRONMENT, RISK & QUALITY EXECUTIVE

Main Purpose of the Job

- To co-ordinate, support and advise the Authority on all matters related safety, health, environment, risk and quality management.
- To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with safety, health, environment, risk and quality management within the Authority and all Special Economic Zone (SEZ) sites are adhered to.

Key Result Areas:

- Provide environmental planning advice and seek the necessary environmental approvals on all matters related to master planning, detailed urban design schemes, development of precincts and plots by developers, land servicing and all other developments.
- Perform as a Project Manager on all matters related to environmental planning, management and monitoring.
- Ensure that all health, safety, risk, environmental and quality management policies, procedures, standards and regulations are developed, implemented and adhered to.
- Ensure a safe workplace environment without risk to health and safety.
- Ensure the Authority complies to statutory obligations in all areas related to environment, health, safety, risk and welfare at work, including statutory training and reporting.
- Ensure the completion and regular review of risk assessments for all work equipment and operations.
- Ensure that all accidents are investigated, documented and the recommendations are implemented.
- Establish a structured programme for safety, health, environment, risk and quality management training throughout the Authority.
- Provide regular reports to Management and the Board of Directors on relevant safety, health, environment, risk and quality management matters.
- Perform any other reasonable duties which may be required by management from time to time.

Key Skills and Competencies

- Strong negotiation skills
- Financial and budgeting control
- Quality control
- Stakeholder management
- Change management
- Conflict resolution
- Planning and organising
- Time management

Qualification and Experience

- A Bachelor's Degree in Environmental Planning or Occupational Health & Safety, Environmental Science or Risk Management or any related qualification.
- Membership to an environmental or occupational health & safety or risk management professional body acceptable in Botswana will be an added advantage.

Experience

Minimum of six (6) to eight (8) years' experience in the public or private sector in matters related to environmental planning or occupational health & safety, or any related field.

All applicants must submit a comprehensive CV, with certified copies of certificates and three (3) professional referees and send to the below address.

The Human Capital Executive
Special Economic Zones Authority
Private Bag SK 6
Gaborone

or e-mail to: recruitment@seza.co.bw

All hand deliveries to be made to:

SEZA Headquarters
Floor 3
Fairscape Precinct
Plot 70667
Fairgrounds

Closing date: 6th December 2021

We regret that only shortlisted candidates will be contacted.