



ZAMBEZI RIVER AUTHORITY

JOB OPPORTUNITY

ASSISTANT OCCUPATIONAL HEALTH AND SAFETY OFFICER

The Authority is inviting applications from suitably qualified and experienced Zambian or Zimbabwean Nationals to fill the position of Assistant Occupational and Safety Officer under the Projects and Dam Management Services Department, to be based in Kariba, Zimbabwe.

JOB PURPOSE

To ensure that the implementation of the Occupational Health and Safety (OHS) procedures is in compliance with the Authority's OHS as well as with National Occupational Health and Safety pieces of legislation and other requirements that seek to prevent and minimise OHS hazards, risks, accidents, and enhance the maintenance of a safe working environment for employees, the public, and property.

Under the supervision of the Occupational Health and Safety Officer, will carry out the following key responsibilities:-

1	Assists in the implementation of safe workplace related OHS Policies, procedures, practices and programmes to ensure that the Authority complies with legislative Occupational Health and Safety requirements.
2	Carries out Inspections of the Authority workplaces and assists in undertaking OHS audits of work processes to identify hazards and track the statuses in the implementation of corrective risk reduction and mitigation measures.

3	Conducts OHS hazard identifications, risk/impact assessments, the identification and the monitoring of non-conformities (e.g., none-usage of PPEs) and enforcing the measures to suspend unsafe work practices if the operations expose the safety of employees.
4	Updates and maintains the OHS register and reports of injuries, near misses and trends, including assisting with the reviewing of the OHS programmes and management plans.
5	Facilitates the conducting of all initial inductions and conducting of workshops and trainings that seek to communicate the Authority's OHS and HIV/AIDS Policies and procedures and any related policies and procedures and tracking their implementations through spot-inspections and audits.
6	Assists with the coordination and conducting of OHS training and sensitisation programmes that aim to increase awareness to encourage management and staff to actively participate in OHS programmes and minimise occupational health and safety hazards.
7	Participates in occupational health and safety meetings and assisting in ensuring that such meetings are scheduled, held and attended as per statutory and systems requirements
8	Supports the application of the Authority's OHS procedures by providing input into the policy and process developments, building organisational understanding of OHS risk management and reporting on organisational performance.
9	Coordinates the follow-up actions to reduce workplace OHS hazards and risks, including facilitating the planning and implementation of OHS hygiene monitoring programmes.
10	Carries out risk assessments including behavioural audits and the conducting of incident investigations, inspections and monitoring of occupational hygiene stressors such as dusts, all forms of hydrocarbons, vapours, particulates, noise, indoor air quality, heat stress etc.
11	Ensures the safe working environment through assessing employees' exposure to health risks and to measure the effectiveness of programmes through monitoring and enforcing compliances to OHS legislations, codes of practices, policies, procedures, and guidelines.
12	Conducts internal OHS Legal and Systems Audits and Inspections including the tracking of performance until closure.

13	Conducts regular workplace ergonomics and audit inspections to identify hazards and oversee the implementation of measures to protect the Authority and contractor employees.
14	Conducts occupational hygiene monitoring surveys, including air quality, sanitation, noise, whole-body vibration, illumination and monitoring through sampling and analyses of employees' exposure to health risks.
15	In consultation with the Human Resource and Administration section, advising various stakeholders on workers' compensation claims pertaining to workplace exposures using data obtained from quantitative analysis of hazard exposure.
16	Proposes the budget to address identified OHS requirements across all internal Authority businesses in consultation with all the Sectional Heads.
17	Advises on the selection, use, and maintenance of Personal Protective Equipment (PPE).
18	Performs any other duties within the scope of the job as may be assigned by the Line Supervisor from time to time.

QUALIFICATIONS & EXPERIENCE

General Education

- Five (5) 'O' Levels with Credits or "Cs" or better including English, Mathematics and any Science subject.

Professional/Academic Qualifications:

- A Diploma in OHS/Environmental Health or related and equivalent OHS discipline.
- Membership of a Professional Body

Minimum Experience

Minimum three (3) years of relevant experience

KEY COMPETENCES

- Knowledge of OHS and workplace safety guidelines
- Planning and
- Decision making skills
- Interpersonal skills
- Innovative
- Communication skills

EMPLOYMENT TYPE: Permanent and Pensionable

Please take notice that in a quest to ensure that the Authority achieves one of its strategic goals regarding Workplace Gender Equity and Equality, female candidates are encouraged to APPLY.

APPLICATION PROCEDURE

Written application letters together with detailed CVs and certified photocopies of academic & professional certificates should be forwarded to the **Senior Manager – Human Resource and Administration:**

Zambezi River Authority Lusaka Office, (Head Office) Kariba House 32 Cha Cha Cha Road P.O. Box 30233 LUSAKA, ZAMBIA.	Zambezi River Authority Club Chambers Nelson Mandela Avenue P.O. Box 630 HARARE, ZIMBABWE	Zambezi River Authority, 21 Lake Drive, Pvt, Bag 2001 KARIBA, ZIMBABWE
--	--	--

(ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED)

CLOSING DATE FOR RECEIVING APPLICATIONS WILL BE 25TH SEPTEMBER 2025

(ONLY SHORT LISTED CANDIDATES WILL BE CONTACTED)