

UNIVERSITY OF SOUTH AFRICA

DEPARTMENT: UNIVERSITY ESTATES
DIRECTORATE: PROJECT MANAGEMENT

CONSTRUCTION HEALTH AND SAFETY AGENT
(P7) X 1 POSITION
TWO (2) YEAR FIXED TERM CONTRACT
(MUCKLENEUK CAMPUS)

(REF: UEPM/CHSA/P7/2023-ST/NV)

The Construction Health and Safety Agent (CHSA) will be responsible for the Management of Construction Health and Safety for all the UNISA permit projects from Stage 1: to Stage 6.

This is a fixed-term position for the period of the specific project.

Minimum Requirements

- Valid Driver's License

Qualification(s):

- A relevant Post Graduate qualification in the Built Environment, Environmental Management or Safety Management field
- Professional registration with the SACPCMP as a Construction Health and Safety Agent

Experience:

- At least eight (8) years of experience in Construction Health and Safety
- Experience in projects of the value specified in SACPCMP
- Management role within Occupational Health and Safety in the construction industry

Key Skills and Competencies:

- Full knowledge of the relevant legislation in the Construction industry
- Critical thinking and problem-solving skills.
- Engineering design experience
- Proven work experience as a Construction Health and Safety Agent
- In-depth knowledge of CHSA involvement and participation in construction projects
- Hands-on experience with MS Office and Project Management Software (MS Projects / Primavera) and all other Occupational Health and Safety software
- Excellent organizational abilities and keeps to deadlines
- Excellent administrative, project management, ISO 45001 and language skills
- Meticulous with incredible attention to detail
- Team player with good interpersonal relationships
- Flexible, enthusiastic and above all teachable
- Ability to work on multiple projects in various stages simultaneously

Duties and Responsibilities:

- Providing advice, representing and performing the duties of the Client across all construction project stages, and on all Unisa projects with mandatory requirements for construction works permits.
- Identifying and developing an appropriate health and safety legal framework for projects.
- Providing 64 services and 62 deliverables defined as the scope of work for SACPCMP registered Construction Health and Safety Agent.
- Providing input in all stages of project development (Stage 1-6) to ensure that all projects comply with the Occupational Health and Safety Act (85 of 1993) and Construction Regulations 2014 on a construction project including the following key activities:
- Facilitating agreements during the project initiation and briefing stage with the user client requirements and preferences, assessing user needs and option the appointment of necessary consultants in establishing the project brief, objections, priorities, constraints, assumptions and strategies in consultation with the user client.
- Finalising the project concept and feasibility.
- Managing, coordinating and integrating the detailed design development process within the project scope, time, cost and quality parameters.

- Participating in the Tender Documentation and Procurement process for establishing and implementing procurement strategies and procedures, including the preparation of necessary documentation for effective and timeous execution of the project.
- Participating in the process of Construction Documentation and management, and administration of the construction contracts and processes, including the preparation and coordination of the necessary documentation to facilitate the effective execution of the works.
- Managing and administering the process of project closeout, including preparation and coordination of the necessary documentation to facilitate the effective operation of the project.
- Representing the client to ensure that the following Construction Health and Safety Duties of the client is executed in compliance with the Occupational Health and Safety Act (85 of 1993):
 - The Health and Safety of any person affected by the construction work are protected
 - All identified hazards associated with construction, operations, and maintenance of the physical infrastructure and buildings are controlled.
 - Professional and Consultant team members perform their duties
 - Contractors perform their duties

Assumption of duty: As soon as possible.

Salary: Remuneration is commensurate with the seniority of the position

Closing date: **07 April 2023**

Any change in conditions of service will only become operative after one calendar month's written notice and will be made in full compliance with the relevant provisions of the Labour Laws. A work-related test may be conducted

All applications should reach UNISA before 16H00 on the closing date.

Enquiries: Human Resources: Contract Appointments
Mrs Nadia Van Vuren on (012) 429 2066
or Mr Silius Tau on (012) 429 8583

University Estates: Project Management
(012) 429 2956 / 3664
Ms Rendani Netshiozwi-Neluvhalani

- The advertisement can also be viewed on the Unisa website: <https://www.unisa.ac.za/vacancies>
- The **completed prescribed application form** attached herewith **must be accompanied** by a **Comprehensive Curriculum Vitae** and **Certified Copies** (within the previous three months) of;
 - identity document;
 - all educational qualifications;
 - academic transcripts/records;
 - proof of SAQA verification of foreign qualifications (if applicable)
- Unisa reserves the right to authenticate all qualifications without any further consent from the applicant
- The contact details of three contactable references must be provided, one of which must be from your present employer excluding your current line manager if you are an internal Unisa applicant
- Unisa is not obliged to fill an advertised position
- Late, incomplete and incorrect applications will not be considered
- Appointments will be made in accordance with Unisa's Employment Equity Plan

We welcome applications from persons with Disabilities



- Applications can be forwarded by email to: UESTATES@mylife.unisa.ac.za

Correspondence will be limited to short-listed candidates only. If you have not been contacted within two months after the closing date of this advertisement, please accept that your application was not successful.

CONFIDENTIAL

PO Box 392
UNISA
 0003
 South Africa



APPLICATION FOR A FIXED-TERM CONTRACT

IMPORTANT: Applicants are requested to complete the form in **full**

- Write or print in black ink only
- Attach certified copies of official statements of subjects and symbols, diploma or degree certificates conferred
- Originally certified copies of qualifications and identity document **MUST** be attached to the application form
- Should you wish to apply for a post in more than one department, complete a separate form for each position
- Applications will only be considered for advertised posts
- Late, incomplete and/or incorrect applications will not be considered
- Send the completed application form to the address indicated in the advertisement

1. PERSONAL PARTICULARS

Surname							
Full names							
Identity number		Unisa student no					
Race <i>(Mark with x)</i>	African	Coloured	Indian	White	Gender	M	F
Are you a South African citizen?						Yes	No
If you are not a citizen by birth, please indicate the date you acquired your citizenship							
Permanent residence status						Yes	No
If you have permanent residence status, please indicate the date you acquired permanent residence							
If you are a foreigner please provide the following <i>(Certified copies of documents must be attached)</i>							
Passport no		Country of issue		Expiry date			
Work visa no		Type of visa		Expiry date			
Are you a person with a disability?						Yes	No
If yes, please provide further details							
<hr/> <hr/>							
Residential address				Postal address			
		Code				Code	
Telephone no	Home		Work		Fax		
Cell			e-mail				

2. PARTICULARS OF POST APPLIED FOR

Department			
Reference no	Job title		

3. DETAILS OF PRESENT POSITION (if applicable)

Employer	Address		
Position	Period of employment		

4.1 RELEVANT OCCUPATIONAL EXPERIENCE (Attach CV)

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

4.2 OTHER OCCUPATIONAL EXPERIENCE

Employer	Position/ duties/ type of work	From		To	
		Year	Month	Year	Month

5. SCHOOL EDUCATION

Highest standard/grade passed	Month	Year	Institution

6. POST SCHOOL EDUCATION (Completed)

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

7. CURRENT AND/OR INCOMPLETE STUDIES (if applicable)

Degree/diploma/certificate	Institution	Year first enrolled	Normal duration	* f / p	Major subjects

* Full-time study must be indicated by 'F' and part-time by 'P'.

8. LANGUAGE PROFICIENCY

Indicate language and level of proficiency, i.e. ability to speak, read, write, poor (P), average (A), very good (VG):

Language	Speak	Read	Write

9. OTHER SKILLS

Please give details of any other skills that you may have (e.g. computer skills)

10. Applicants are required to indicate to what extent their qualifications and experience meet the requirements of the post. Please structure your response according to the requirements as set out in the advertisement:

11. ADDITIONAL INFORMATION

Furnish any additional information which you regard as relevant in support of your application

12. REFERENCES (Contactable)

Name	Relationship to applicant	Institution/organisation/employer	Telephone/fax-e-mail

13. CRIMINAL CASES/OFFENCES

Have you ever been found guilty of a criminal offence?		Yes	No
If yes, please provide further details			
Have you ever had a sentence imposed? (mark with an x)			
	Period (eg 2 years)	From	To
Imprisonment			
Suspended sentence			
Admission of guilt	Date	Amount	
Other			
Is there any criminal, civil or disciplinary action pending against you?		Yes	No
If yes, please provide further details			
Have you ever been found guilty of misconduct at a previous employer?		Yes	No

14. DECLARATION BY APPLICANT

I, hereby declare that the information I have provided on this form is correct and give consent that references may be contacted and credentials verified.

CONSENT IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT NO 4 OF 2013

- I declare that all the personal information furnished by me on this form is true and correct, and I undertake to inform Unisa of any changes in my personal information.
- I undertake to comply with all the rules, regulations and decisions of the university and any amendments thereto and I have taken note of advice which may be applicable to employees in general.
- I, as an employee of Unisa or an applicant for employment at Unisa, hereby consent that Unisa may collect, use, distribute, and process my personal information for its business purposes, which may include, but is not limited to:
 - internal administrative processes pertaining to my employment at Unisa;
 - conducting criminal, credit and reference checks; and
 - institutional and scholarly research.

- 4 I also consent that Unisa may share my personal information with other Universities of South Africa, the Department of Higher Education and Training, the South African Qualifications Authority, Qualification Verification Agencies, Internal and External Auditors, legislative requirements, e.g. the South African Receiver of Revenue, Department of Home Affairs, Department of Labour, Banks, service providers offering Unisa employees various services as part of employment benefits such as relevant retirement fund and group life insurance, their appointed administrator(s), recognised medical aid schemes, the risk benefit insurers, external survey and benchmarking organisations, employee development service providers, legal entities which may lawfully require such information for legal obligations and/or investigations and third parties rendering communication facility on behalf of the university.
- 5 I understand that in terms of the Protection of Personal Information (POPI) Act and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to investigations, litigation or when personal information is publicly available.
- 6 I will not hold the university responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.
- 7 I confirm that I have read the notice and understand the contents.

Note: The nature of personal information collected can be viewed in the Personal Information Inventory Lists published on the Unisa webpage at www.unisa.ac.za

Date:

Signature: