



# MAURITIUS SOCIETY FOR ANIMAL WELFARE (MSAW)

*Join Hands To Save Animals*

## SCHEME OF SERVICE

<b><u>Department:</u></b>	Administration
<b><u>Post:</u></b>	<b>Occupational Safety and Health Officer (Part-time and contractual basis)</b>
<b><u>Reporting Line:</u></b>	The Director or any other person designated by the Director
<b><u>Salary:</u></b>	<b>Rs 18,000</b>
<b><u>Effective Date:</u></b>	date approved by Board
<b><u>Qualifications:</u></b>	Diploma in Occupational Health and Safety from the University of Mauritius <b>or</b> its equivalence certified by the Tertiary Education Commission <b>or</b> an alternative equivalent qualification as laid down in the Occupational Safety and Health Act, 2005 as subsequently amended and acceptable to the Board together with at least 2 years' experience as Safety and Health Officer.
<b><u>Specific Competencies:</u></b>	<ul style="list-style-type: none"><li>(i) be computer literate</li><li>(ii) be medically and physically fit (candidate will be required to undergo medical examination if selected);</li><li>(iii) have a clean Certificate of Character;</li><li>(iv) possess sound communication and interpersonal skills; and</li><li>(v) have a genuine interest and concern for the overall well-being of animals.</li></ul>
<b><u>Roles and Responsibilities:</u></b>	<ul style="list-style-type: none"><li>1. To advise the Management and the Board on all matters relating to safety and health.</li><li>2. To assist in the preparation, elaboration and implementation of plans to maintain adequate safety and health measures in the various sections of the Society.</li><li>3. To ensure compliance with legislations related to the Occupational Safety and Health Act 2005 as subsequently amended.</li><li>4. To inspect all places of work to assess all risks/hazards and make recommendations thereon.</li><li>5. To design, plan, implement and evaluate training programmes aimed at meeting the requirements of occupational safety and health legislations in force.</li><li>6. To audit and review any safety and health measures and procedures to ensure occupational safety and health at workplace in accordance with the Occupational Safety and Health Act, 2005 as subsequently amended.</li><li>7. To investigate any occupational accident and recommend on measures to prevent its recurrence.</li></ul>



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8. To perform such other duties as provided for in occupational safety, health and welfare legislation.
9. To use ICT in the performance of his duties.
10. To devote not less than 8 hours per week, as per the Occupational Safety and Health Act 2005, as subsequently amended.
11. To perform such other duties directly related to the main duties above or related to the delivery of the output and results expected from the Safety and Health Officer in the role ascribed to him/her.

**Age limit:**

Candidates, should not have reached their **49<sup>th</sup> birthday** by the closing date for the submission of applications.

**Note:**

**The Safety and Health Officer may be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.**