



Internal AND External Advertisement

Overview of the entity

The Eastern Cape Rural Development Agency (ECRDA) is a schedule 3C entity in terms of the Public Finance Management Act 1, of 1999 as amended, with a mandate to promote, support and facilitate rural development in the province.

Position	:	OHS Health & Safety & Security Specialist
Grade	:	12
Reporting line	:	Manager Integrated Facilities Management
Location	:	East London (head office)
Duration	:	Permanent

Main purpose of the position:

The purpose of this role is to ensure a safe, secure and healthy environment by developing, implementing, and maintaining occupational health and safety (OHS) programs, policies and procedures. The incumbent will serve as a key advisor and enforcer of safety standards to prevent workplace injuries, illnesses and security breaches.

Minimum requirements:

Educational

- Bdegree in Environmental Health and/ or Occupational Health and Safety Management or relevant qualification on an NQF 7. Honours qualification will be an added advantage

- Registration as an OHS Practitioner will be an added advantage

Experience:

- 5-7years working experience in the finance field
- 2-3years' experience in the financial accountant role.

COMPETENCY AND ATTRIBUTES

- People Management
- Programme and Project Management
- Financial Management
- Good Governance
- Change Leadership
- Stakeholder Relations
- Governance Leadership

DUTIES

- Hazard identification and risk management
- Develop and implement OHS policies and procedures
- Conduct Training and Awareness programmes
- Incident Investigation and recommend corrective actions
- Ensure regulatory compliance
- Safety and Security oversight across facilities
- Record and report accidents to the department
- Conduct OHS audits
- Convene OHS committee meetings

Remuneration

An all-inclusive salary package of R719, 425.45 per annum is offered, with room for negotiation.

GENERAL INFORMATION

The application, which should as minimum contain a covering letter, CV, Employment application form, Certified copy of your Identity document, Qualifications and Driver's license must be submitted to recruitment@ecrda.co.za

NB:

- Without prejudice, correspondence will be limited to the short-listed candidates.
- Further be informed that if an applicant does not hear from ECRDA within 30 days, please accept that your application was unsuccessful.
- ECRDA reserves a right to appoint or not to make an appointment.
- Interviews will be conducted in person, unless stated otherwise.
- Administrative enquiries may be directed via email to mtumtumL2@ecrda.co.za
- **Canvassing will lead to disqualification of an application.**
- ECRDA has an employment equity plan which will be considered when making the appointment into this position.
- Date of issue : 13 March 2026

CLOSING DATE: 24 March 2026, before 16h30, late applications will not be accepted.