

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/P7/2025/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 various projects.

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 timely execution of the project.
- Participating in the process of Construction Documentation 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: **30 May 2025**

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.

Please note that Skill Placement has been appointed as the service provider for the response handling process and all correspondence.

Enquiries: **Mr. Godwin Murerwa – 078 111 9007/011 764 1052** application can be forwarded by email to: godwin@skillplace.co.za

- Certified identity document;
- Curriculum vitae;
- All educational qualifications certified;
- Academic transcripts/records;
- Proof of SAQA verification of foreign qualifications (if applicable)
- **Prescribed Fixed Term Contract Unisa Application Form:**
<https://www.unisa.ac.za/sites/corporate/default/About/Employment-at-Unisa/Jobs-and-careers>

- 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



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 unsuccessful.