



**DIVISION OF COMMUNITY DEVELOPMENT ENTERPRISE DEVELOPMENT
AND LABOUR**

**EMPLOYMENT OPPORTUNITY
CONTRACTUAL POSITION**

Applications are invited from suitably qualified nationals of Trinidad and Tobago for employment, on contract in the under-mentioned position at the Division of Community Development, Enterprise Development and Labour (Tobago House of Assembly).

OCCUPATIONAL SAFETY AND HEALTH OFFICER I

JOB SUMMARY: The incumbent is responsible for providing a limited range of occupational safety and health services, under supervision or direction, to ensure compliance with Occupational Safety and Health laws, regulations and codes including: preliminary work in preparing programmes, projects, plans and statements; and preparing appropriate reports.

KEY DUTIES AND RESPONSIBILITIES:

- Assist with the preparation of programmes, projects, plans, assessments, procedures and systems related to compliance with the Occupational Safety and Health Act 2004, as amended
- Undertake inspections of operating systems and procedures and report accordingly
- Identify basic resources needed to maintain a safe and healthy work environment
- Oversee compliance with arrangements which would ensure the best practices in occupational safety and health management are evidenced in workplace
- Assist in investigations of accidents/incidents
- Other related duties

REQUIRED KNOWLEDGE AND SKILLS:

- Working knowledge of laws, regulations and codes relating to Occupational Safety and Health in Trinidad and Tobago
- Ability to conduct investigations and prepare reports
- Ability to evaluate Occupational Safety and Health programmes, plans systems and procedures
- Ability to give basic directions on safety and health matters
- Good interpersonal and communication skills

MINIMUM QUALIFICATIONS AND EXPERIENCE

- A recognized Diploma in Occupational Safety and Health or a closely related discipline
- At least two (2) years of experience in the field of Occupational Safety and Health or a related environment
- Any equivalent combination or experience and training will be considered.

Persons who meet the specified requirements are asked to submit their applications and resume along with all relevant certificates **no later than Thursday 4th March, 2021** to:

**The Administrator
Division of Community Development, Enterprise Development
and Labour #10 Montessori Drive
Glen Road
Scarborough
Tobago**

Or via e-mail at dcdedl.hr@gov.tt

Unsuitable applications will not be acknowledged.