

## **ADVERTISEMENT**

### **MANAGER SHEQ**

**Salary Range R 883 226 – R 1 039 089 per annum (all inclusive)**

#### **OVERVIEW OF THE ORGANISATION**

The NMISA is a Type 3A Public Entity established in accordance with the Measurement Unit and Measurement Standards Act, No. 18 of 2006 (the Act). The NMISA is mandated by the Act to provide for the use of the international system of units (the SI) and other measurement units in South Africa, to maintain national measurement standards (NMS) and to determine and ensure the comparability of the NMS. More information can be obtained from [www.nmisa.org](http://www.nmisa.org)

#### **THE POSITION:**

The purpose of the SHEQ Manager position (reporting to Senior Manager Governance, Risk and Compliance in the office of Director Strategy, Business Development and Governance) is to ensure the effective maintenance and continuous improvement of the accredited quality system and certified environmental and occupational health and safety management systems, while managing the documentation of all NMISA processes to ensure compliance. The scope of the position covers more than 20 different laboratories, accredited to ISO/IEC 17025, 17043, ISO 17034 and certification to ISO 14001 and 45001.

#### **DUTIES AND RESPONSIBILITIES:**

- Provide leadership to the NMISA staff to ensure the achievement of long-term Quality, Safety, Health, Environment and goals, in line with NMISA strategy.
- Overall management of SHEQ functions to facilitate the documentation and smooth running of all NMISA processes thereby ensuring overall efficiency.
- Assist staff with SHEQ related matters to facilitate the effective maintenance and integration of the TQMS.
- Provide internal and external training for the ISO/IEC 17025, 17043, ISO 17034, 14001 and 45001.
- Conduct SHEQ internal audits of all areas and laboratories against the requirements of the applicable ISO standards.
- Identify opportunities for improvement, plan solutions and ensure their implementation to improve the overall functioning of the organisation.
- Design procedures and any other documents required to implement and improve controls and record keeping of NMISA processes.
- Manage SHEQ actions to address risks and opportunities.
- Maintain document control to make sure that the most current information is available to NMISA staff and external interested parties, including issuing and publishing NMISA and laboratory specific procedures.
- Chair NMISA quality coordinator and EHS Representative meetings to facilitate decision making and information sharing across the different laboratories and other support sections.

- Conduct SHEQ internal audits of all areas and laboratories within the NMISA to identify system shortcomings, non-compliance and non-conformances, etc. and initiate actions to resolve identified deviations.
- Prepare comprehensive EHS and QMS Management Review Reports, which are presented to NMISA Management, ensuring that adequate and current information is available as required by the applicable ISO standards, thereby contributing to their effectiveness.
- Conduct customer satisfaction survey for performance monitoring and feedback for use in management reviews.
- Monitor action requests and complaints management to ensure the effectiveness of implemented corrective actions and root cause analysis, with feedback to management.
- Act as liaison and coordinator of all assessments and audits related activities for NMISA with SANAS, SABS and AFRIMETS TC-QS peer reviews.
- Assistance with SHEQ related activities regarding training and implementation of management systems at National, Regional and International Metrology platforms as required (JCRB, AFRIMETS, SADCMET, SANAS, SADCAS, SABS, NRCS).

## **MINIMUM QUALIFICATIONS, SKILLS AND EXPERIENCE**

- Postgraduate Degree in Safety, Environment, Quality and/or relevant technical qualification and SHEQ/laboratory management field.
- A least 5 year's managerial experience in SHEQ Management System,
- Science and Engineering background will be an advantage.
- Knowledge of SHEQ Management Systems implementation , particularly for the ISO/IEC 17025, 17043, ISO 17034 and 9001.
- Basic knowledge of EHS legislation, regulatory, local by-laws, ISO 14001 and ISO 45001.
- Occupational health and safety knowledge in ionising radiation, laser, hazardous chemical substance and nuclear waste.
- TQMS procedure development, review and documentation skills.
- Proficiency in MS Office suite (Excel, Word, Power Point).
- Planning, organising, medical surveillance management, contractor management, incident investigation and root cause analysis skills
- Ability to manage budget and costs for medicals, PPE, accreditation and certification activities.
- High attention to detail, good administrative skills and a pro-active attitude and approach
- Strong interpersonal skills to establish and maintain effective customer relationships
- Ability to participate in strategic decision making.

The position requires a proactive person with interpersonal and people management skills, negotiation and conflict management skills, ability to manage complex and diverse projects, ability to interact with and engage multiple stakeholders with very strong and diverse views, ability to work independently, managing resources effectively and ability to work under pressure.

**Attributes:** Customer focused, decisive, results oriented, attention to detail, honesty and integrity and accountability and ethical conduct

**Please note:**

**NMISA subscribes to and applies the principles prescribed by the Employment Equity Act. Preference will be given to candidates who meet the requirements and who will add to the cultural and gender diversity of the organisation. Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications and certified ID.) when applying for the position email NMISA Human Resource at [careers@nmisa.org](mailto:careers@nmisa.org)**

**Only candidates with all supporting documents will be considered for the position.**

Clearly indicate which position you are applying for.

Closing date for applications: **04 June 2025**

People with disabilities are encouraged to apply.

Correspondence will be limited to short-listed candidates only. National Metrology Institute of South Africa reserves the right not to appoint. By applying for this position at the NMISA, the applicant understands, consents, and agrees that the NMISA may solicit a credit and criminal report from a registered credit bureau and/or the relevant authority in relation to the position that require trust and honesty and/or entails the handling of cash or finances and may also verify the applicant's educational qualifications and employment history. You voluntarily give NMISA consent to process your personal information, and all the applications will be processed in accordance with the Protection of Personal Information Act 4 of 2013 (POPIA)