

## **ADVERTISEMENT**

### **SHEQ PRACTITIONER**

**Salary Range R 431 838 – R 508 045 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 Practitioner position (reporting to Senior Manager Governance, Risk and Compliance in the office of Director Strategy, Business Development and Governance) to provide SHEQ support to the organisation, ensure the development and implementation of integrated SHEQ Management Systems in accordance with the relevant ISO Standards and legal and other requirements and in line with the existing NMISA TQMS and facilitate the documentation and smooth running of all NMISA processes thereby ensuring overall efficiency.

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:**

- 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.
- Design procedures and any other documents required to implement and improve controls and record keeping of NMISA processes.
- Assist with maintaining SHEQ actions to address risks and opportunities.
- Assist with conducting 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.
- Help to maintain 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
- Ensure that document control procedure is adopted to approve, review and update all changes to critical documents within the scope of the TQMS
- Assist in the NMISA meetings as a quality coordinator to facilitate decision making and information sharing
- Plan and conduct SHEQ internal and follow-up audits of all areas and laboratories within the NMISA to identify system shortcomings, non-conformances, etc. and initiate actions to effectively and successfully resolve issues identified

- Ensure that evidence of corrective and preventive actions taken are recorded and reviewed for effectiveness
- Provide input into the SHEQ strategic and business plans
- Assist with preparation of comprehensive Management Review Reports
- Log customer survey feedback for use in management reviews
- Act as liaison and coordinator for NMISA assessments with SANAS and all activities related to the assessments
- Assist the laboratories in the clearance of non-conformances identified during assessments.
- Comply with the requirements of the NMISA TQMS to ensure process consistency and effectiveness
- Assist the SHEQ Manager with National/Regional / International liaison regarding management systems and training related activities as required
- Assist with conducting customer satisfaction survey for performance monitoring and feedback for use in management reviews.

### MINIMUM QUALIFICATIONS, SKILLS AND EXPERIENCE

- Bachelor's Degree in Safety Health Environment and Quality related qualification and/or technical qualification,
- At least 1-3 years' experience in integrated SHEQ management system.
- Knowledge of Quality Management Systems, particularly ISO/IEC 17025, ISO 17034, and ISO/IEC 17043.
- Experience in implementing, maintaining and continual improvement of the Safety Health and Environment management systems of ISO 14001 and ISO 45001.
- Proven experience in auditing integrated SHEQ Management Systems.
- 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.
- 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 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: **30 July 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)