

**Are you a quality driven individual?
Do you have a passion for perfection?**

If you answered Yes to these questions, you could be just the individual we are looking for.

INTERNSHIP: SAFETY HEALTH ENVIRONMENT & QUALITY (SHEQ) X1 (12 months)

Salary Range (differentiated according to the level of qualification): R 6 375.00 - R 8 375.00 per month

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

Purpose of Role:

To receive training within SHEQ Department in ensuring the maintenance of safety, health, environment, and quality (SHEQ) systems in line with the existing NMISA Total Quality Management System.

Minimum Qualifications, Knowledge, and Experience

- Three-year tertiary qualification in the field of Safety Management /Quality Management or related field
- Postgraduate qualification will be added advantage
- Basic knowledge of EHS legislation
- Basic Knowledge of Management System standards, particularly ISO 14001, ISO 9001, ISO 45001, and ISO/IEC 17025.
- Computer Literate and proficient with MS Office software packages
- Attention to detail, good communication and organisational skills.
- Good administrative skills

Duties and Responsibilities

- Assist NMISA laboratories with SHEQ-related activities.
- Assist with SHEQ management system documentation, document control and record keeping.
- Assist with conducting hazard/aspects identification and risk/impact assessment.
- Assist with management of operational controls associated with hazard, aspect, impact, and risk identified.

- Attend planned NMISA SHEQ meetings and give feedback to SHEQ office.
- Application of EHS legislation and other requirements
- Assist with SHEQ activities, internal audits, and action requests.
- Ensure that filing is up to date (electronic and hard copy filing)
- Attend planned training and practically apply the acquired knowledge.
- Proactively assess the activities mapped out in training plan and ensure that it is followed.
- General SHEQ tasks as and when required.

The ideal candidate will be a self-starter who is self-motivated and very detail conscious, dependable and will act in an understanding and helpful manner while performing tasks associated with the position. The position also requires being honest and ethical, being pleasant with others and displaying a good-natured, cooperative attitude.

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. NMISA's Human Capital Development programme, which this Internship forms part of, is focused on recruiting the following candidates in order of preference: Coloured, African & Indians.

Interested and suitably qualified persons may forward all supporting documentation required (updated CV, certified educational qualifications, certified academic record and certified ID.) when applying for the position email NMISA Human Resource at 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 May 2022**

Correspondence will be limited to short-listed candidates only.

People with disabilities are encouraged to apply

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 SAP in relation to positions 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.