

CAREER OPPORTUNITY- INTERNAL / EXTERNAL

OPENING DATE: 12 AUGUST 2026

POSITION:	SHEQ Officer
CONTRACT:	Permanent
EE POSITION:	Yes
SALARY:	Market-Related
SITE/ LOCATION:	Kemp Mill, Piet Retief (Mkhondo)
REPORTING TO:	SHEQ Specialist & Mill Manager

Core Purpose of this position

We are looking for a proactive and hands-on SHEQ Officer to support our sawmilling operations by promoting a strong safety culture and ensuring compliance with Health, Safety, Environmental and Quality (SHEQ) standards. The successful candidate will be responsible for implementing and maintaining SHEQ systems, identifying and managing workplace risks, monitoring legal compliance, supporting operational management, investigating incidents and driving continuous improvement across the business.

Job Competencies / Key Performance Areas

1. SHEQ Leadership and Safety Culture

- Promote a strong Health, Safety, Environmental and Quality (SHEQ) culture by maintaining a visible presence within the operation, engaging with employees, providing guidance on SHEQ matters and supporting proactive hazard identification and risk management.

2. Compliance, Auditing and Risk Management

- Conduct workplace inspections, audits and compliance monitoring to ensure adherence to legal, company and customer requirements. Support the identification of risks, implementation of corrective actions and continuous improvement of SHEQ performance.

3. SHEQ Systems and Documentation

- Maintain and improve SHEQ management systems, procedures, risk assessments and related documentation to ensure compliance with legislative requirements and company standards while supporting successful internal and external audits.

4. Training, Incident Management and Emergency Preparedness

- Coordinate SHEQ training and competency requirements, support and lead incident investigations, recommend corrective actions and assist in maintaining effective emergency preparedness and response programmes.

5. Operational SHEQ Support

- Provide practical SHEQ support to management and operational teams by monitoring contractor compliance, supporting environmental, quality and safety management activities and ensuring statutory compliance requirements are effectively managed.

6. SHEQ Reporting and Administration

- Prepare SHEQ reports, maintain accurate records and documentation, coordinate statutory submissions where required and provide reliable SHEQ information to support operational and management decision-making.

Requirements

- **Qualifications and Experience**
 - National senior certificate/Matric coupled with **National Diploma in Safety Management**
 - Knowledge on ISO 45001, 14001 & 9001 (Course – advantageous)
 - ITIS Train the Trainer (advantageous)
 - SAMTRAC Certificate
 - Minimum 3 years' experience in manufacturing, sawmilling, mining or industrial environments (sawmilling advantageous)
 - Experience conducting incident investigations, audits, risk assessments and safe operating procedures
 - Quality control / assurance experience will be advantageous.
- **Knowledge, skills and attributes**
 - Sound knowledge of SHEQ legislation and management systems.
 - Strong analytical, problem-solving and communication skills.
 - Excellent auditing, inspection and report-writing abilities.
 - Computer literacy and sound organizational skills.
 - Ability to build positive working relationships across all levels of the business.
 - Self-motivated, proactive and able to work independently and under pressure.
 - Ability to influence positive behavioral change.
 - Additional African language proficiency will be advantageous.
- **Job specific working conditions**
 - Must have own personal vehicle and possess a valid driver's license.
 - Must be willing to travel as and when requested.
 - Able to work with various levels from senior management to blue collar workers in a unionized environment.
 - Ability to work under pressure and respond to emergencies as and when required.

Closing Date - *Thursday, 27 August 2026*

Interested candidates will be required to complete a questionnaire and submit it along with the attachments as indicated on the questionnaire and CV. All documents to be sent to Queneth Mashigo (HR) on email: q.mashigo@timrite.co.za

Only Candidates meeting criteria will be contacted. If you have not been contacted within 2 weeks of the closing date, please consider your application unsuccessful.

APPOINTMENT WILL BE IN LINE WITH THE COMPANY EMPLOYMENT EQUITY PLAN.