



CAREER OPPORTUNITY

POSITION	: Manager, Safety, Health, Environment & Quality
LOCATION	: Head Office
REPORTS TO	: General Manager, Downstream Operations
JOB GROUP	: NOC 3
JOB HOLDER	: Vacant

JOB PURPOSE

Reporting to the General Manager, Downstream Operations, the ideal candidate will take overall charge of developing, implementing and ensuring compliance to Environment, Health & Safety Standards and Quality regulations as well as total compliance of the Corporation to ISO procedures.

KEY RESPONSIBILITIES AND TASKS

- Developing and implementing strategies, standards and procedures to enhance efficiency and effectiveness of the Safety, Health, Environment and Quality (SHEQ) Department;
- Carrying out Environmental, Health and Safety (EHS) due diligence and compliance of the Corporation;
- Scheduling and preparing for periodic EHS and quality audits throughout the Corporation;
- Stewardship of EHS in the upstream exploration activities;
- Maintaining of ISO certification;
- Developing and managing the SHEQ budget;
- Developing a SHEQ communication strategy for the Corporation and its staff, including written information, toolbox talks and management briefings;
- Providing support to line managers by investigating EHS incidences and ensuring proper documentation of the same;
- Liaising with HR Department in initiating and coordinating EHS trainings for staff;

- Reviewing safety method statements, initial Environmental Impact Assessment, Environmental Audit, training manuals and Corporation's work instructions and procedures;
- Enduring compliance with the Corporation's policies and procedures to enhance operational efficiency;
- Mentoring, Coaching and Developing the SHEQ team and ensuring excellent performance and effective succession planning in the Department; and
- Any other duties assigned from time to time.

PROFILE

Academic Qualifications

- Masters' degree in Business Administration or other related field shall be an added advantage;
- Bachelor's degree in Engineering, Environmental Science, Occupational Health & Safety or Environmental Law or other related field shall be an added advantage.

Professional Qualifications

- Environmental Impact Assessment (EIA – Lead Auditor) and Quality Management Systems (QMS – Lead Auditor).

Experience

- At least 10 years' relevant experience 5 of which should be at managerial level managing Safety, Health, Environment & Quality.
- Proven intellectual leadership in managing people, operations and financial resources;
- Proven ability to think strategically and design long term plans;
- Strong organisation and coordination skills;
- Superior Communication skills both written and oral;
- Analytical skills; and
- Good interpersonal skills.
- Quality management skills
- Disaster preparedness and management skills
- Reporting writing skills
- General knowledge of Kenyan laws & Government EHS incidence regulations pertaining to law enforcement.

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity, and are thus required to submit clearance certificates from the following institutions together with the job application:

- Kenya Revenue Authority (Tax Compliance Certificate)
- Higher Education Loans Board
- Ethics & Anti - Corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Report from an approved Credit Reference Bureau (CRB)

Evidence of on-going clearance is admissible subject to satisfactory results (presentation of a clearance certificate from the above institutions) before the selection process.

Interested candidates should send a detailed cover letter addressed to:

The Chief Executive Officer

National Oil Corporation

P.O. Box 58567- 00200

NAIROBI

All applications including a detailed CV with copies of certificates, indicating current position, qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone number should be sent via email to chairman@nockenya.co.ke

Only short-listed candidates shall be contacted.

Applications should reach us not later than 17:00 hours on Tuesday, 04th August 2020.

Canvassing in any form will lead to disqualification.

National Oil is an Equal Opportunity Employer committed to gender and disability
mainstreaming