



WE ARE HIRING

OCCUPATIONAL HEALTH, SAFETY & WELL-BEING OFFICER

Location | Head Office, Port Moresby

Qualifications | Bachelor's Degree in Occupational Health and Safety, Environmental Science, Human Resources, or a related field.

Experience |

- Minimum of 3-5 years of working experience in a similar role within the financial services, banking, or corporate sector.
- Professional certification in OHS (CSP, CIH, or ISO 45001 Lead Auditor) is preferred.
- Strong knowledge of OHS legislation, risk management, and emergency response planning.
- Ability to work independently and collaboratively in a team environment.

A full job description of this role can be found on our [website https://www.tisa.com.pg/about-us/careers/](https://www.tisa.com.pg/about-us/careers/)

Successful candidates are to provide the following Pre-Employment Requirements;

1. Medical Examination Report (must be of current year)
2. Police Clearance (must be of current year)

Application Closes 4pm, Friday 9th September, 2024

For more information visit:
www.tisa.com.pg

Submit your Expression of Interest and Resume to:
TISA.Recruitment@tisa.com.pg



POSITION VACANCY: OCCUPATIONAL HEALTH, SAFETY & WELL-BEING OFFICER

We are seeking to recruit a highly motivated and result-driven talent to join us as the Occupational Health, Safety & Well-being Officer within our People & Culture Division. Reporting to the Head of People & Culture, the Occupational Health, Safety & Well-being Officer will be responsible for developing, implementing, and maintaining effective health, safety, and well-being programs across TISA Group. This role will ensure compliance with occupational health and safety (OHS) regulations, and the TISA Group Standard Operating Procedures. Promoting a culture of safety and well-being and reduces workplace risks to create a safe working environment for all TISA employees.

Key Accountabilities:

Health and Safety Compliance:

- Develop and implement OHS policies and procedures in line with national legislation and industry standards.
- Conduct regular audits, risk assessments, and safety inspections to identify potential hazards and ensure compliance.
- Ensure that all safety equipment and procedures are up to date and meet regulatory requirements.

Incident Management and Reporting:

- Investigate workplace accidents, incidents, and near-misses; document findings and provide recommendations to prevent recurrence.
- Maintain accurate records of all incidents and report them to relevant stakeholders as required.

Training and Awareness:

- Conduct OHS training sessions, workshops, and safety drills for employees to promote awareness and compliance.
- Develop educational materials and communications to reinforce safety protocols and employee well-being.

Well-being Initiatives:

- Design and implement health and wellness programs, including mental health support, fitness programs, and work-life balance initiatives.
- Collaborate with P&C Advisors and strategic business unit managers to integrate well-being practices into the TISA culture.

Emergency Preparedness:

- Develop and maintain emergency response plans, including fire drills, evacuation procedures, and first-aid readiness.
- Train and coordinate emergency response teams across TISA Group.

Continuous Improvement:

- Monitor, evaluate, and report on the effectiveness of health, safety, and well-being initiatives and recommend improvements.
- Stay updated on industry best practices, new legislation, and emerging trends in occupational health, safety, and well-being.

Stakeholder Engagement:

- Work closely with department heads, employees, and external stakeholders (e.g., regulators, auditors) to ensure a cohesive approach to safety and well-being.

Key Educational Qualification, Requirements and Experience:

- Bachelor's Degree in Occupational Health and Safety, Environmental Science, Human Resources, or a related field.
- Professional certification in OHS (CSP, CIH, or ISO 45001 Lead Auditor) is preferred.
- Minimum of 3-5 years of working experience in a similar role within the financial services, banking, or corporate sector.
- Strong knowledge of OHS legislation, risk management, and emergency response planning.
- Excellent communication, training, and presentation skills.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in using MS Office and OHS management software.
- Demonstrated integrity, professionalism, and a commitment to upholding ethical standards.

If interested, please submit your Expression of Interest, Updated Resume, copies of your Educational Qualifications and References to;

The Head of People & Culture
Teachers Savings & Loans Society
PO Box 319, Waigani National Capital District
Email: TISA.Recruitment@tisa.com.pg

Only shortlisted applicants will be contacted

Applications close at 4:00 pm, Friday, 06 September 2024

Note:

Candidates deemed successful after the '*Interview Process*' will be subjected to providing the following Pre-Employment Requirement(s).

1. *Medical Examination Report from recognized medical institutions. (No older 12 months)*
2. *Police Clearance Certificate (No older 12 months)*
3. *COVID-19 Vaccination Certificate*