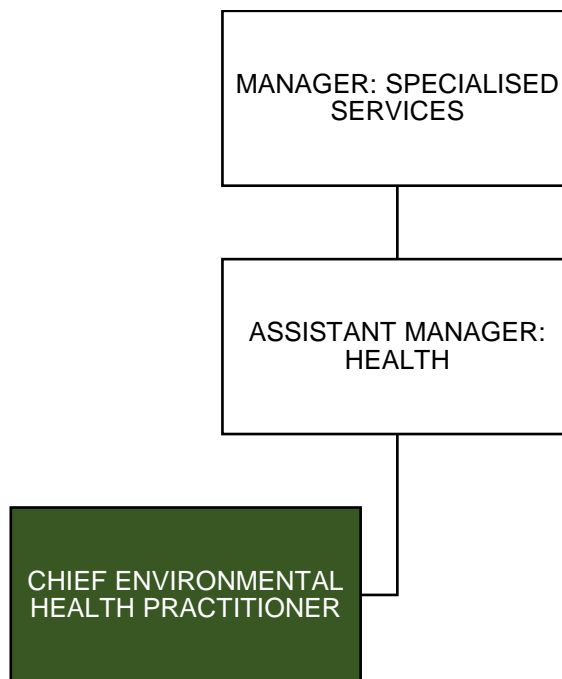


## Job Profile

PROFILE INFORMATION		
<b>JOB TITLE</b>	<b>CHIEF ENVIRONMENTAL HEALTH PRACTITIONER</b>	
<b>JOB CLUSTER AND RANK</b>		
<b>REGION/DIVISION</b>	<b>Health</b>	
<b>LOCATION</b>	Port of Entry	
<b>MANAGER/SUPERVISOR</b>	<b>Assistant Manager: Health</b>	
<b>SUPERVISION</b>	None	
<b>PEER RELATIONSHIPS</b>	OTHER ENVIRONMENTAL HEALTH PRACTITIONERS	
<b>LIAISON</b>	<b>INTERNAL</b>	All business Units
	<b>EXTERNAL</b>	Service Providers

PURPOSE STATEMENT
Plans and coordinates the application of procedures and sequences associated with Environmental Health Monitoring, Risk Identification and Reporting.

## ORGANOGRAM



## DESCRIPTION

Key Performance Areas (KPs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
<b>Environmental Health Services</b>	<ul style="list-style-type: none"> <li>Control the importation of health related products.</li> <li>Inspection of baggage, cargo, containers, conveyances, goods and postal parcels for compliance to international health regulations and relevant legislation.</li> <li>Provide communicable diseases control in the Point of Entry (PoE).</li> <li>Plans, and undertakes specific monitoring and registration requirements associated with industrial and occupational controls.</li> <li>Evaluates risk reduction, intervenes in respect of Major Hazardous Installations.</li> <li>Enforces the law by implementing national, provincial and local legislation, SABS and</li> </ul>	<b>40%</b>	

Key Performance Areas (KPA's)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
	<p>departmental codes of practices and policies, international treaties etc.</p> <ul style="list-style-type: none"> <li>• Participates in the delivery of awareness and educational programmes on environmental health approaches to safe and healthy living to the community.</li> <li>• Coordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline.</li> </ul>		
<b>Administrative Services</b>	<ul style="list-style-type: none"> <li>• Co-ordinates specific administrative and reporting requirements associated with the key performance and result Indicators of the functionality.</li> <li>• Plans and co-ordinates specific financial administrative and general administrative functions and reporting requirements in light thereof.</li> </ul>	<b>20%</b>	
<b>Customer services</b>	<ul style="list-style-type: none"> <li>• Promptly attentively respond to customer requests within established parameters and time frames.</li> <li>• Assess or check with the customer to ensure solution meets request.</li> <li>• Ensure the provision of effective and efficient Environmental Health services and solutions to various departments within BMA to enable them to achieve their strategic objectives.</li> </ul>	<b>20%</b>	<ul style="list-style-type: none"> <li>• Customer satisfaction survey questionnaire</li> <li>• Customer satisfaction survey analysis reports</li> </ul>



Key Performance Areas (KPAs)	Roles and Responsibilities	Weight %	Key Performance Indicators (KPIs)
<b>Risk &amp; compliance</b>	<ul style="list-style-type: none"> <li>Assist with the conceptualising of the unit's risk register.</li> <li>Ensure the mitigation of the business units' risk profile through the application of fraud controls and risk prevention principles and implementing of sound governance and compliance processes and tools to identify and manage risks.</li> <li>Lead the coordination and maintenance of quality risk management in line with the relevant requirements.</li> <li>Monitor changes in the regulatory environment and ensure that appropriate operational controls are implemented to address new requirements.</li> <li>Ensure effective support in the provision of evidence to all internal and external audit requirements.</li> <li>Drive the maintenance and enforcement of all Operations Service Level Agreements to minimise business risk and ensure business continuity.</li> <li>Ensure adherence in the divisional team to all relevant laws, policies and Standard Operating Procedures throughout the organisation.</li> </ul>	<b>20%</b>	<ul style="list-style-type: none"> <li>Strategic Risk Register</li> <li>Approved Policies and Procedures</li> <li>Audit Reports</li> </ul>

### CAREER PATH

<b>Chief Environmental Health Practitioner</b>	Assistant Manager: Health	Manager: Specialised Services
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### MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Minimum Qualifications	<ul style="list-style-type: none"> <li>A Bachelor's degree/National Diploma or equivalent NQF 6 qualification in Environmental Health.</li> </ul>
Minimum Experience	<ul style="list-style-type: none"> <li>At least 4 years experience in environmental health.</li> </ul>

### MINIMUM REQUIREMENTS/EXPERIENCE/KNOWLEDGE

Knowledge	<ul style="list-style-type: none"> <li>• Technical and practical knowledge of Environmental and Port Health services.</li> <li>• Knowledge of the legislative and policy framework informing this complex area of operation.</li> <li>• Ability to interpret and implement applicable legislation and guidelines.</li> <li>• Border Management Authority Act,2020.</li> </ul>
Professional registration or license requirements	<ul style="list-style-type: none"> <li>• Registration with the HPCSA as an Environmental Health Practitioner</li> </ul>
Other requirements	<ul style="list-style-type: none"> <li>• Flexibility in working hours will be required to meet demands of the role.</li> <li>• May be required to work overtime.</li> <li>• Valid driver's License</li> </ul>

### COMPETENCIES

VALUES	FUNCTIONAL	BEHAVIOURAL ATTRIBUTES (ENABLING)
<ul style="list-style-type: none"> <li>• Excellence</li> <li>• Integrity</li> <li>• Innovation</li> <li>• Patriotism</li> <li>• Professionalism</li> <li>• Teamwork and Collaboration</li> <li>• Vigilance</li> </ul>	<ul style="list-style-type: none"> <li>• Planning &amp; Organising</li> <li>• Technical skills</li> <li>• Law enforcement</li> <li>• Problem-solving</li> <li>• Interpretation skills</li> <li>• Analytical skills</li> <li>• Negotiation skills</li> <li>• Listening skills</li> <li>• Computer literacy</li> <li>• Report writing</li> </ul>	<ul style="list-style-type: none"> <li>• Client Orientation and Customer Focus</li> <li>• Emotional Intelligence</li> <li>• Decision Making &amp; Problem Solving</li> <li>• Resilience</li> <li>• Negotiating</li> <li>• Interpersonal Relations</li> <li>• Team Leadership</li> <li>• Persuasion and influencing</li> <li>• Confidentiality</li> </ul>

### SYSTEM SKILLS

Title	Level
Microsoft Office Suite	Intermediate