



# C. Steinweg Bridge

## Namibia

### VACANCY: SHERQ ASSISTANT

**Walvis Bay, Namibia**

**Company:** C. Steinweg Bridge Logistics Namibia (Pty) Ltd

**Contract Type:** Full-time, Permanent

**Closing Date:** 20 December 2025 @ 7:00PM

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#### Role Purpose

The SHERQ Assistant will form part of the SHERQ Team responsible for coordinating, implementing, and continuously improving the Health, Safety, Environmental, Risk, and Quality (SHERQ) Management System. This role ensures that all legal, health, safety, environmental, and wellbeing requirements for employees, contractors, and visitors are met to the highest standard while supporting the company's operational compliance and continuous improvement efforts.

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#### Key Responsibilities

##### 1. Compliance Monitoring & Inspections

- Conduct weekly mandatory checklist monitoring (Internal Fire Equipment, Generator Checklist).
- Maintain monthly compliance registers, including:
  - SHE Representative Checklist
  - Daily Pre-shift Meeting Register (identify action items)
- Perform First Aid box inspections, maintain photographic evidence, and replenish supplies.
- Inspect spill kits and Safety-First Boards monthly.

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##### 2. SHERQ System Support

- Participate in updates and reviews of SHERQ policies, procedures, plans, and risk assessments.
- Assist in incident investigations and follow-up.
- Prepare and participate in external audit readiness, including pre-inspections and audit pack compilation.

- Maintain records such as near misses, non-conformances, toolbox talks, safety tips, incident recalls, and behaviour-based safety communication.
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### **3. Administration & Documentation**

- Coordinate SHE Committee meetings and compile minutes.
  - Facilitate visitor and client inductions and maintain induction records.
  - Issue and control Permits to Work for contractors.
  - Maintain staff folders, medical records, PPE registers, training certificates, licenses, appointment letters, and all other SHERQ documentation.
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### **4. Emergency Preparedness & Annual Processes**

- Assist with annual medicals: scheduling, attendance tracking, documentation, PPE sizing, induction renewals, and record management.
  - Support evacuation drills per site, including coordination, attendance registers, photographs, and evidence packs.
  - Facilitate annual PPE procurement: quote requests, approvals, order placement, distribution, and maintenance of signed PPE records.
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### **5. Incidents & Injuries on Duty**

- Handle WCI2 documentation, incident reporting to the WCA, and maintain injury-related records.
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### **6. Training Coordination**

- Track employee certification expiry dates and manage re-certification scheduling.
  - Prepare training documentation, coordinate attendance, arrange refreshments, and update all training registers.
  - Draft and distribute appointment letters and maintain records.
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### **7. Operational Support**

- Engage daily with operational staff to resolve SHERQ-related queries.
- Provide assistance with the supervisor's absence.
- Conduct internal housekeeping audits at all sites and communicate findings.

- Assist with communication packs and supplier engagement when required.
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### **Minimum Requirements**

- Matric (Grade 12) or equivalent.
  - Valid driver's license.
  - Minimum of 1 year experience in a similar SHERQ or HSE role.
  - Good understanding of health and safety principles and compliance practices.
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### **Added Advantage (Formal Education & Certifications)**

Candidates with the following formal qualifications or certifications will have a strong advantage:

- **SAMTRAC, NEBOSH**, or NOSA-accredited Health & Safety certifications.
  - Training in **ISO 45001 (Occupational Health & Safety Management)**, **ISO 14001 (Environmental Management)**, or **ISO 9001 (Quality Management)**.
  - Formal training or certification in:
    - **Risk Management**
    - **Environmental Management**
    - **Quality Management Systems (QMS)**
    - **Incident Investigation** (ICAM or equivalent)
  - Valid **First Aid Level 1–3**, **Firefighting**, or **Emergency Response** certifications.
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### **Skills & Competencies**

#### **Technical Skills**

- Proficiency in Microsoft Office (Word, Excel, PowerPoint).
- Strong administrative and reporting skills.
- High attention to detail and accuracy.

#### **Behavioral Competencies**

- Excellent verbal and written communication.
- Strong interpersonal and teamwork abilities.
- Ability to work under pressure and meet strict deadlines.

- Problem-solving capability and ability to prioritise tasks effectively.
  - Self-motivated, energetic, adaptable, and time conscious.
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## **Remuneration**

A competitive remuneration package will be offered in line with the candidate's skills, experience, and qualifications.

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## **How to Apply**

If you meet the above requirements and are committed to contributing to a safe and compliant working environment, please submit:

- A detailed CV
- Certified copies of qualifications
- A cover letter

Applications must be submitted via our recruitment portal at [www.jobopportunities.net](http://www.jobopportunities.net).

Only shortlisted candidates will be contacted.

C. Steinweg Bridge Logistics Namibia (Pty) Ltd is an equal opportunity employer and encourages applications from candidates of previously disadvantaged groups.