



**WE HAVE A VACANCY FOR HEALTH, SAFETY, ENVIRONMENT & QUALITY OFFICER (HSEQ)
OFFICER, BASED IN WALVIS BAY**

Primary purpose for this position

Responsible for implementing and monitoring site-inspection health, safety and environmental operations and carrying out day-to-day operations of HSEQ tasks within area of responsibility. The HSEQ Officer is the primary contact for employees concerning safety-related matters and is responsible for the application of the HSEQ programs. The HSEQ Officer provides resources and information to all employees and management when needed.

Key functions and responsibilities

HSE

- Conduct risk assessments and develop an HSE gap analysis for the company
- Produces status reports monthly and undertakes follow-up on recommended remedial action to ensure compliance
- Assists in the development and implementation of relevant HSE policies and procedures for the company
- Conducts regular inspections, safety audits and hazard assessments of work locations and individuals at assigned job location
- Arranges and coordinates safety meetings with HSE representatives and follow up on outstanding safety issues
- Assists in the development of an emergency evacuation plan
- Highlights non-compliance of safety issues and records discussions inclusive of recommendations and timelines for management's information and follow-up action
- Develops and maintains an up-to-date HSE register/database
- Responds to and conducts small quantity spill containment and cleanup
- Serves as a core member of the company's emergency response team
- Promotes a safe work environment for co-workers and clients through a personal commitment to safety at work

Quality Management

- Administer and maintain non-conformance and suggestions systems, which includes preventative action requests and non-conformance reports
- Ensure quality requirements are met by both internal and external audit, review of inspection reports and analysis of non-conformance reporting
- Ensure quality plans are produced when required
- Ensure internal quality standards are maintained and monitored

Minimum requirements for this position

- Diploma in Occupational Health & Safety – Level 6 from an accredited institution
- Knowledge of local statutes and regulations regarding employee safety
- Proven knowledge of quality management systems
- Experience in fuel retail market will be a beneficial advantage
- Minimum 3 years' proven experience in an HSEQ role
- Namibian citizen
- Strong proficiency in MS Office
- Valid driver's license

Application Procedure

Applications for this role are exclusively accepted through our recruitment portal at www.jobportunities.net. Please ensure your application includes a well-crafted cover letter, a comprehensive CV, and authenticated copies of relevant qualifications.

Vacancy closes: 19 January 2026