



**MIC-IT INVITES APPLICATIONS FROM SUITABLY QUALIFIED
CANDIDATES FOR THE FOLLOWING POSITION:
HEALTH, SAFETY & ENVIRONMENT OFFICER I**

OVERVIEW

The **Health, Safety and Environment Officer I** is responsible for the implementation of HSE policies, procedures, and programmes throughout the MIC-IT by providing sound technical support and guidance.

JOB SUMMARY includes

1. Inspect facilities and observe operations and behaviours to ensure compliance with the relevant legal and regulatory requirements such as Occupational Safety and Health Authority and Agency (OSHA), Environmental Management Authority (EMA), Trinidad and Tobago Fire Service (TTFS)
2. Coordinate and consult with heads of the various sections over identified hazards within their area of responsibility
3. Prepare, organise and implement safe work procedures and measures
4. Notify management of violations and record findings
5. Review incidents/accidents, make practical recommendations for the prevention of similar accidents/ incidents and prepare the related reports in a timely manner
6. Conduct drills relating to HSE and monitor their effectiveness
7. Prepare and facilitate the delivery of HSE Training
8. Maintain suitable and sufficient records of inspection findings, make recommendations based on findings and produce the related reports on time
9. Keep records of any accidents/incidents and produce statistics/reports to the supervisor
10. Ensure the safe installation of equipment/projects
11. Perform all other related duties as required



MINIMUM QUALIFICATIONS & EXPERIENCE

1. National Examination Board in Occupational Safety and Health (NEBOSH) Diploma (Level 6) or B.Sc. in HSE

OR

Bachelor's Degree in Natural Sciences/Engineering/Environmental Management with NEBOSH Certificate (Level 3) or equivalent

AND

2. Minimum of three (3) years experience
3. Any other equivalent combination of training and experience

REQUIRED SKILLS & COMPETENCIES

1. Ability to assess risks and hazards and to make recommendations for corrective action
2. Ability to write technical reports
3. Possess presentation and problem-solving skills
4. Proficient in Microsoft Office suite
5. Effective communication and interpersonal skills
6. Knowledge of Occupational Health, Safety and Environmental Legislation and application standards
7. Knowledge of standard occupational hazards including accident analysis and prevention techniques
8. Knowledge of emergency preparedness, mitigation and response

APPLICATION AND DETAILED RESUME SHOULD BE SUBMITTED TO:

Manager, Human Resources
MIC Institute of Technology (Head Office)
5A Century Drive, Trincity Business Park, Macoya
Or email to recruitment@mic.co.tt

CLOSING DATE FOR APPLICATIONS: MONDAY, 2 SEPTEMBER 2024

We would like to thank applicants for their interest and we wish to advise that only those candidates considered will be contacted.