



## INTERNAL & EXTERNAL JOB VACANCY – SHE OFFICERS

We are looking for self-motivated, qualified individuals with the right attitude and a passion for innovation to join our young and energetic team in the position of **SHE Officers (02)**.

Department : <b>Production</b>	Contract terms : <b>Open ended Contract</b>
Reports to : <b>SHE Manager</b>	Location : <b>Kigali, Rwanda</b>

### PURPOSE OF THE JOB

The job holder is responsible for supporting AIF site operations with respect to Safety health and environment with the aim of an injury free site and ensuring all lifesaving rules are strictly adhered to with training and enforcement in every shift to control unsafe behaviors.

### TASKS & RESPONSIBILITIES

- Uphold the AIF SHE Management system in line with the DSM coherent SHE requirements on each shift.
- Develop shift SHE annual plan and present to line manager with monthly actions for follow up.
- Lead the Operational SHE team (SHE reps) in the shift and ensure all SHE issues are discussed and implemented on a regular basis.
- Prevent injury and illness to employees and assist AIF to comply with statutory safety health and environmental laws.
- Lead daily SHE tour and inspect the workplace to identify unsafe condition and unsafe acts and follow up with action owners to close all open actions.
- Support in the improvement of workers occupational health through monitoring of air quality, noise reduction and dust reduction.
- Ensure waste materials are collected and disposed appropriately with records.
- Monitor the usage of work permits issued for each high-risk job and report to SHE Manager on the performance weekly.
- Support all projects on site and follow up with contractors to fully comply with SHE
- Regularly inspect all SHE critical equipment and maintain records of calibration and service.
- Coordinate planned emergency drill with the SHE team, Security and Factory Nurse.
- Ensure pest is well managed everywhere on site and follow up with the IPM technician with monthly IPM reports.
- Ensure all SHE SOPs are reviewed and updated from time to time to reflect safety and LSR.
- Investigate and report accidents and near misses on site and take part in RCAs.
- Plan and conduct regular SHE tours and daily SHE inspections and close out.
- Take the lead in accident investigation and ensure all incidents are reported on time.
- Support shift leaders in identifying hazards and follow up in the correction and RCA where needed for incidents.

### QUALIFICATIONS & SKILLS

- Bachelor's degree in sciences, engineering, environmental sciences, or any other related field.



- A minimum of 3 years' experience in occupational or process Safety and Environment, preferably in food and/or beverage industry
- Proven knowledge of Safety rules, standards and compliance, Safety Culture, and behavioral safety
- Must have a recognized safety certification; Nebosh IGC certification is an added advantage.
- Must have language proficiency in English and Kinyarwanda
- Must have advanced knowledge of Microsoft Office applications
- Knowledge of Processes Safety and Environmental Standards are an added value.
- Strong interpersonal, organizational and communication skills.
- The ability to multitask and good at good at time management
- Ability to pay strict attention to details and show care for others.
- Self-motivated, with the ability to work with little or no supervision.
- Must be proactive , and an initiative taker and purpose driven.
- Ability to effectively work cross functionally.
- Must be willing to work in shift arrangements

### **APPLICATION GUIDELINES**

All applications including application letter, curriculum vitae and academic qualifications should be submitted in single PDF File via this email: [recruitment@africaimprovedfoods.com](mailto:recruitment@africaimprovedfoods.com) for the attention of the **HR Manager of AIF Rwanda Ltd.** using the **Job Title** as the subject of the mail.

The closing date for submission of applications is **Friday 19<sup>th</sup> January 2024.**