



# WE ARE HIRING

## CAREER OPPORTUNITY

At Bokomo Namibia, a joint venture between the Frans Indongo Group (Namibia) and PepsiCo Inc, you get the best of both worlds: an entrepreneur's mindset plus reach and resources through our worldwide network. Bring your unique perspective. Bring curiosity. Bring ingenuity, and drive. We'll give you a platform to be daring.

### Officer: Health & Safety (WHK)

The Officer Health & Safety is responsible for ensuring the company's SHEQ management system is implemented and maintained effectively. The role involves working across departments to ensure compliance with health and safety regulations, as well as food safety standards such as HACCP/ISO 22000. The Officer will be responsible for risk assessments, training, incident reporting, and fostering a strong safety culture on the Windhoek site of Bokomo Namibia.

#### Key Responsibilities

- Update and implement SHEQ management plans, procedures, and policies.
- Conduct investigations and accurately report SHEQ incidents to the Head: SHEQ.
- Assist in the implementation of preventative measures across the operational process in line with Food Safety HACCP/ISO 22000 standards.
- Drive SHE objectives and targets across the organization.
- Identify and monitor critical control points, limits, and prerequisite programs (PRPs).
- Draft and review risk assessments for high-risk activities and enforce appropriate control measures.
- Conduct induction training for contractors and employees and ensure contractors' safety files are up to date.
- Manage and maintain Material Safety Data Sheets (MSDS) for all site chemicals and poisons.
- Arrange annual medical assessments for staff.
- Conduct inspections of fire-fighting equipment and first aid kits monthly.
- Organize and maintain records for First Aiders, Fire Fighters, and Safety Representatives.
- Coordinate monthly SHE management and SHE Representative meetings, ensuring meeting minutes are documented.
- Oversee SHE representative activities in cooperation with relevant line managers.
- Ensure site contractors comply with safety policies and manage their safety while on site.
- Assist the Quality Manager with product non-conformance investigations and quality claims.
- Conduct weekly site inspections for non-conformances.
- Review and address all health and safety non-conformances, ensuring corrective actions are implemented.
- Assist departments in developing procedures and safe work instructions.
- Initiate disciplinary actions when health and safety rules are violated.
- Perform housekeeping duties in accordance with health and safety regulations.
- Carry out fumigation duties as required.
- Collaborate closely with Production and Demand Chain Departments to maintain high customer service standards.

**Submit Your Application**  
[hrnamibia@bokomonamibia.com.na](mailto:hrnamibia@bokomonamibia.com.na)





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## Qualification and Experience Required

- Degree / Diploma in Health & Safety or SAMTRAC Certification
- 3 – 4 years' experience
- In-depth knowledge of SHEQ management systems, including HACCP/ISO 22000.
- Proven experience in risk assessment, incident investigation, and SHEQ reporting.
- Strong knowledge of health and safety regulations and compliance requirements.
- Ability to conduct training and manage safety programs for both employees and contractors.

## Skills and Knowledge

- Knowledge of occupational health & safety
- Knowledge of environmental legislation
- Computer skills including SAP
- Knowledge of product library/ catalogue
- Knowledge of quality standards
- Knowledge of manufacturing, logistics, sales & marketing
- Knowledge of food legislation
- The ability to plan, structure and manage all aspects of Health and Safety
- Highly Dependable and responsible person
- Result driven with communication skills
- Excellent organizational skills and attention to detail.
- Strong communication and teamwork skills, with the ability to collaborate across multiple departments

**Closing date: 24 February 2025**

Gabriel  
Badenhorst

Digitally signed by  
Gabriel Badenhorst  
Date: 2025.02.10  
17:05:00 +02'00'

**Submit Your Application**  
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