

## JOB POSTING REQUEST FORM

JOB DETAILS	
Reference #	CP-378-2022
Company Name	Technica International SAL
Industry	Innovative Automation Solutions Provider
Vacancy	Health, Safety and Environment Officer
Number of vacancies for that position	
Job Type ( <i>FT, PT, Contractual, Seasonal</i> )	<ul style="list-style-type: none"> <li>▪ Full time job</li> <li>▪ Based in headquarter Bikfaya-Lebanon</li> <li>▪ Monday to Friday, 08:00 till 17:00</li> <li>▪ Tours in Technica's plant</li> <li>▪ Travel to customers' premises when needed</li> </ul>
Major(s)	Management with a course on international quality and safety standards, OR Environmental OR Quality
Degree	Bachelor
Years of Experience	7 - 10 years of experience in Safety management within an industrial company.
Location	Bikfaya
Application Deadline	04 june 2022
Remuneration & Benefits	Basic salary: based on qualifications paid in Fresh Dollars Transportation Overtime Bonus Profit sharing Award for innovation, initiative and cost saving. NSSF Medical insurance Life and personal accident insurance. Annual leaves, sick leaves, wedding leave, paternity leave/maternity leave, death leave
Currency (LBP, Dollar, Lollar)	
Tasks & Responsibilities	<p><b>Technical knowledge:</b></p> <ul style="list-style-type: none"> <li>▪ Knowledge ISO 45001 for management               <ul style="list-style-type: none"> <li>▪ SO 31000 standards knowledge for risk management</li> <li>▪ GHW framework knowledge</li> <li>▪ Balanced score card strategy methodology: for alignment purposes</li> <li>▪ Training &amp; presentation skills</li> <li>▪ Mechanical and Electrical design standard knowledge</li> <li>▪ Report writing skills</li> <li>▪ Audit Technique knowledge</li> </ul> </li> <li>▪ Mastering Arabic and English.</li> </ul>

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**Skills, qualities & attitudes needed:**

- **Interpersonal skills:** Interact positively with other team members by listening, questioning, and understanding the body language.
- **Stress Management:** Cope with the physical and emotional influence to control his/her behavior in order to achieve the needed task/objective.
- **Proactivity:** Take initiative in launching or executing any activity in order to anticipate probable consequences.
- **Analytical skills and problem solving:** Analyze all issues by asking comprehensive questions, checking all the perspectives and by gathering useful data in order to find appropriate solution for problems and set an action to achieve it.

**Decision making:** Apply a solid decision-making process following a decision-making tree that explores available possibilities to take the appropriate decisions based on impact and risk of each.

- Facilitate risk identification process on company level (strategy risk, process risk...).
- Identify, assess, control and evaluate health, safety & environmental hazards or incident within the company premises and on customer's sites.
- Prepare the method statement and project risk assessment based on the assembly installation schedules.
- Plan, prepare and conduct safety audits.
- Train employees on corporate safety & environment culture.
- Conduct awareness campaigns on employees' health.
- Set the department plan yearly, monitor execution and evaluate results.

Set the department budget yearly and monitor expenses.