



Vacancy: Assistant SHEQ Officer

Location: Durban, KZN

Role will be split across two operational sites: our dry foods and goods packing facility and a client pharmaceutical packing site in Durban and Pinetown.

Reports To: SHEQ Officer

Employment Type: Permanent

About the Role

We are looking for an Assistant SHEQ Officer to support the SHEQ Officer in maintaining Safety, Health, Environmental and Quality (SHEQ) standards across the two operational environments.

This is an excellent opportunity for someone early in their SHEQ career to gain hands-on, cross-sector exposure to both FMCG/dry foods and pharmaceutical packing environments, while being mentored and developed by an experienced SHEQ Officer.

The successful candidate must be willing and able to travel between the two sites as operational needs require.

Key Responsibilities

Working under the guidance and supervision of the SHEQ Officer, the Assistant SHEQ Officer will assist with:

Safety & Health Support

- Conducting daily floor walks and basic compliance checks across both sites
- Assisting with risk assessments related to machinery, materials and manual handling
- Monitoring correct PPE usage and supporting lockout/tagout (LOTO) checks
- Supporting the planning and execution of emergency drills
- Helping maintain records for all compliance obligations and for the mandatory medical surveillance programme
- Assist with visitor health and safety protocols

- Ensure valid safety files of service providers are submitted timeously
- Ensure head office is ready for health and safety and responsible sourcing audits

Incident & Documentation Support

- Assisting with incident and near-miss reporting, logging and basic investigation support at both sites
- Helping track corrective and preventative actions (CAPAs) to completion
- Maintaining and filing SHEQ documentation, registers, training records and audit files
- Supporting preparation for Health & Safety Committee meetings (minute-taking, action tracking)

Quality & Audit Support

- Assisting with internal SHEQ audits and site inspections at head office
- Supporting audit readiness and basic close-out of findings under supervision
- Helping monitor non-conformances during daily production/packing runs and escalating as required
- Supporting food safety and hygiene practice checks (HACCP/ISO 22000 awareness)
- Maintain FSSC 22000 standards
- Oversee and resolve food safety complaints effectively

Environmental Support

- Assisting with monitoring of waste disposal, recycling, housekeeping and spill control practices
- Reporting environmental observations and recurring risks to the SHEQ Officer
- Oversee monitoring and recording of electricity, water and chemical usage

General

- Supporting the SHEQ Officer with day-to-day administrative and compliance tasks across both sites
- Building working knowledge of SHEQ requirements applicable to dry food and pharmaceutical packing environments
- Planning and implementing tasks in the annual SHEQ calendar
- Ensure the Legal Liability Register is up to date



Education & Experience Requirements

- A SHEQ-related qualification (e.g. National Certificate, Diploma in Safety Management, Environmental Health, Quality Management or similar) is required, with a SHEQ related degree preferable
- 2-3 years' exposure to a SHEQ, production, packing or quality environment (FMCG, dry foods or pharmaceutical experience preferred)
- Basic understanding of the Occupational Health and Safety Act and related regulations
- Valid driver's licence and own reliable transport (travel between sites required)

Skills & Competencies

- Strong attention to detail and accuracy
- Good planning, organising and time-management skills
- Sound verbal and written communication skills
- Willingness to learn, take direction and work under supervision
- Computer literacy (MS Word, Excel, Outlook)
- Comfortable working in a production/packing floor environment
- Adaptable, able to work effectively across two different operational environments and teams

How To Apply

Interested candidates who meet the above requirements are invited to submit a CV and supporting documents to recruitment@saintgiles.org.za by end of business day, **23 June 2026**.

Please use the reference "**Assistant SHEQ Officer + Your Name**" in the subject line of your application.

Saint Giles is an equal opportunity employer and is committed to the principles of the Employment Equity Act.

Preference may be given to candidates from designated groups in line with our Employment Equity Plan.

Should you not receive a response 3 weeks of the closing date, please consider your application unsuccessful.

