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**Occupational Safety Assistant - Temporary Hire**

**BACKGROUND**

The Directorate of Operational Airworthiness and Total Safety is responsible for the development of the policy for, and oversight of, the Force's Operational Airworthiness Programme and the Force's Safety and Risk Management Systems. The Total Safety Branch is responsible for the development of policy for, and oversight of the Aviation Safety (AS), Occupational Safety and Health (OSH) and Environmental Protection (EP) Safety Management Systems (SMS). Your contribution will directly affect the output of the Branch performance and accomplishment, and, additionally, will influence decisions to obligate resources of the organization.

**QUALIFICATIONS AND EXPERIENCE**

The ideal candidate will have higher secondary education and completed vocational training as a minimum, and will bring profound and comprehensive professional experience related to subject field alongside with supervisory skills and the ability to brief various audiences. Additionally, they have certification/knowledge as Occupational Safety Specialist and Radiation Protection Officer in accordance with applicable Host Nation regulations and acts. A good command of both English and German languages is essential coupled with adequate knowledge of Automatic Data Processing (ADP) systems including advanced knowledge in Databases.

Experience within an international/military environment, knowledge of the occupational safety hazards related to aircraft operation, maintenance and repair activities will be considered as an advantage. Further formal training and certifications relevant to the subject field/assigned duties will be considered as a highly valuable asset (Examples: further certification in Radiation, Auditor/Lead Auditor, Risk/Quality/Project Management, Trainer etc.)

**ROLE**

- Accomplish a wide variety of OSH functions and support the Occupational Safety Engineer and provide subject matter expertise in each of the areas of the OSH-MS;
- Provide administrative support to the Occupational Safety (OS) section;
- Conducting OSH work accident & incident analyses and investigations;
- Perform OSH risk assessments, audits, and inspections;
- Administer OSH training and briefings;
- Collaborate with internal/external stakeholders in OSH related matters;
- Maintain databases and conduct surveys/measurements;
- Manage publicity and Intranet content, oversee Event Management System tasks;
- Supervise secondary safety staff;
- Assist with radiation protection (radioactive materials, cosmic and laser radiation);
- Support Environmental Protection in hazardous materials and waste disposal tasks;
- Act as the alternate Occupational Safety Engineer;
- As assigned, perform other duties, sometimes complex and non-routine, in a variety of environments.