



POSITION: Safety Manager
CAMPUS/DIVISION: School Wide/Risk Management Office
REPORTS TO: Risk Management Advisor
JOB OPENING: 11 - 25 December 2020

PURPOSE

The Safety Manager is responsible to the Risk Management Advisor in handling workplace safety and fire safety for all JIS campuses and properties. The Safety Manager will identify potential workplace safety and fire safety hazards and potential control measures. The Safety Manager will then take the lead in implementing the approved control measures, including ensuring that JIS complies with relevant legislation and standards.

QUALIFICATIONS, EXPERIENCES and ATTRIBUTES

1. Indonesian citizen
2. Bachelor's Degree holder
3. Previous experience for a minimum of 3-5 years in related field
4. Demonstrated fluency in written and spoken English
5. Demonstrated ability to provide information and advice clearly and concisely both orally and in writing
6. Demonstrated experience using Microsoft Office (Word, Excel and Power Point), Power school and Macintosh Computer.
7. Willing to be contacted 24 hours a day
8. Demonstrated ability to establish and maintain effective working relations with people of different national and cultural backgrounds with sensitivity and respect
9. Good interpersonal skills, mature, honest, patient, calm during under pressure, compassionate and respectful to other people
10. Demonstrated ability to treat sensitive issues in confidential manner
11. Demonstrated ability to work independently and collaboratively with the team to achieve common objectives
12. Demonstrated ability to work with minimal supervision to use time efficiently and effectively, achieves objectives when under pressure, solve the problems and to monitor and adjust plans to meet changing circumstances.
13. Demonstrated an acceptance to receive and send communications after normal working hours
14. Demonstrated a commitment to continuous learning in Risk Management, Healthy & Safety, Fire Safety, First aid and related fields.
15. Demonstrated leadership qualities
16. Demonstrated confidence and ability to provide briefings & training to large groups of people
17. Demonstrated a certificate of attendance at training in Risk Management, Security Management, Health and Safety, Fire Safety and First Aid.
18. Demonstrated ability to identify, manage and initiative projects without direct supervision
19. Clear commitment to Child Protection, safety, service learning and environmental stewardship



DUTIES and RESPONSIBILITIES

1. Be a specialist at JIS about workplace safety and fire safety issues on all JIS properties and campuses
2. Be a member of the Workplace Safety and Fire Safety committee
3. Be a member of the Risk Management committee
4. Manages workplace safety and fire safety equipment and infrastructure so that it remains operational and effective
5. Manages safety support to all JIS events
6. Manages safety support to the Facilities Project Office as directed by the Risk Management Advisor
7. Manages fire prevention and fire response
8. Manages safety investigations
9. Provides annual safety training to Host Country staff and contractors
10. Assists the Operations Manager in implementing a system that conducts annual safety surveys for faculty residences
11. Supports the Risk Management Office in managing the campus supervision
12. Manages the JIS work permit process
13. Manages processes and database to record and archive all workplace safety and fire safety incidents, accidents, near misses, hazards and equipment faults
14. Be aware of the current and relevant International standards about workplace safety and fire safety legislation so that JIS can be fully informed to decide
15. Reviews and updates Standard Operating Procedures for Workplace Safety and Fire Safety
16. Ensures the dangerous materials are transported and stored appropriately and safely
17. Manages and improves relationships with the Indonesian workplace safety and fire safety agencies
18. Develops and maintains a peer network of Indonesian workplace safety and fire safety professionals
19. Identifies a personal development plans as part of the performance appraisal process
20. Embraces the JIS Learning Dispositions of Resilience, Resourcefulness, Relating and Reflecting
21. Performs other related duties and assuming other responsibilities as assigned by the Risk Management Advisor, including and not limited to participation in class/School's activities or events, attendance of workshops organized by JIS

Apply to: Human Resources Manager

Email: recruitment@jisedu.or.id