

The Kersten Group of companies is an exciting and dynamic Group of companies with 21 operating companies and experience in the energy sector, industrial equipment, building & construction, trade, hospitality, car sales, healthcare and various other areas. For our Kersten (Oil & Gas) Training Academy we are looking for an experienced and driven:

## HSEQ Coordinator

### Job Summary:

The HSEQ Coordinator will be expected to perform Health, Safety, Environmental and Quality duties which follow well-established procedures and practices. The work involves varied tasks that include constant liaising with Employees from other departments – General Staff, Delegates, etc.

### Main responsibilities:

- The implementation of all aspects of the HSE Program relevant to his/ her operation
- Monitor and maintain HSE management system in accordance with pre-determined international standards
- Conduct Emergency Response Drills
- The delivery of adequate safety instruction/ induction to each new employee as well as each contractor
- Implement Action Plan for corrective measures resulting from Internal Audits, External Audits, Site Safety Inspection, Instructor Assessments, Quality Concerns, Equipment Defects, Management Review Meetings, Emergency Drills.
- Organize HSE Committee Meetings, Activities and Awareness sessions
- Plan Internal Training and roll out with staff
- Accident Investigation, Reporting, Monthly Statistics including Near Miss Reporting
- Maintain Equipment Maintenance Log, both external and internal certification and inspections.
- Waste Management - Ensure that waste is disposed of at regular intervals in accordance with the Waste Management Procedure
- Review of all Departmental Monthly checklists
- Maintain Risk Register - Ongoing Review of Risk Assessments
- Conduct Annual Gap Analysis for and quarterly update of Legal Register
- Update Environmental Aspect Register and conduct Environmental Assessments
- Prepare all documentation for Management Review Meetings

### Experience and training:

- A completed Bachelor's education **preferably** in Health Safety and the Environment or related discipline.
- Must have at a minimum 5 years' experience in said or similar role.
- Administrative experience at a supervisory level will be an asset.
- Must be passionate, disciplined with strong analytical, negotiating, interpersonal and communications skills.
- Proficient in the use of Microsoft Office Suite.

### **We offer:**

- A pleasant and dynamic working environment in the rapidly developing offshore Oil & Gas sector of Suriname
- Personal development trajectory including industry specific training programs based on the international standards
- Growth and Development opportunities
- Market-based salary in accordance with knowledge and experience
- Good secondary employment conditions.

### **Are you interested?**

Send your application letter with CV no later than July 29, 2022 to: **humanresources@kersten.sr**