

Job Title : **Occupational Health and Safety Officer**
Location: **Upcountry**

Terms of Reference

➤ ABOUT WEZA POWER

Weza Power is a dynamic and growing energy distribution company focused on providing sustainable and reliable electricity across Burundi. As part of our mission to expand access to energy and contribute to the country's development, we are seeking talented and dedicated professionals to join our team and support the growth of our operations. We are committed to fostering an inclusive and diverse work environment where every team member is empowered to make a difference.

➤ JOB PURPOSE

The Occupational Health and Safety Officer is responsible for implementing and maintaining safety standards, procedures and programs to ensure a safe work environment. This role involves conducting inspections, investigating incidents and ensuring compliance with local and international health and safety regulations.

➤ KEY RESPONSIBILITIES

- Develop and implement safety policies, procedures and guidelines in alignment with local laws, regulations and ISO standards.
- Conduct regular workplace inspections, audits and hazard assessments, identifying potential safety issues and recommending corrective actions.
- Ensure the highest safety compliance standards and a healthy work environment for staff, visitors and contractors.
- Investigate accidents, incidents and near-misses, determine root causes and implement corrective and preventive measures.
- Monitor and stay updated on safety regulations, codes and standards applicable to the industry.
- Support emergency preparedness and response, including the development of evacuation plans, procedures and conducting drills.



- Conduct safety training, awareness programs and impactful campaigns to promote safety culture across employees and subcontractors.
- Maintain accurate records of safety inspections, incidents, training activities and compliance reports.
- Provide technical support and guidance to employees and management on safety-related matters.
- Collaborate with cross-functional teams and external organizations (e.g., government bodies, safety organizations) to promote and integrate safety practices.
- Provide regular updates to senior management on safety performance, key safety metrics and recommendations for improvement.
- Stay updated on emerging safety trends, regulations and best practices to ensure continuous improvement and alignment with industry standards.

➤ **KEY COMPETENCIES**

- Strong understanding of safety regulations and standards.
- Ability to identify and mitigate risks effectively.
- Excellent organizational and time management skills.

➤ **QUALIFICATIONS**

- Bachelor's degree in Safety, Occupational Health or a related field.
- Minimum of 3 years in a safety-related role; experience in the energy or utility sector preferred.
- NEBOSH or equivalent certification is a plus.
- Proficient in safety auditing and inspection.
- Proficient in OSHA/ISO compliance and relevant safety regulations.
- Expertise in using and maintaining safety equipment, including fire extinguishers and hazardous material protection.
- Strong analytical and problem-solving abilities.
- Excellent communication and interpersonal skills for effective interaction across all organizational levels.
- Knowledgeable in emergency response and crisis management.
- Experienced in managing safety across diverse work environments.
- Valid driver's license and certified in first aid.
- French – Advanced
- English – Advanced
- Kirundi – Advanced





➤ HOW TO APPLY

Interested candidates are requested to submit their application file in a **single PDF document** via email to weza.power@infinitygroup.bi with the subject line “**WEZA POWER Recruitment - Occupational Health and Safety Officer**”.

The application file must include the following documents:

- A cover letter addressed to the Managing Director of INFINITY GROUP,
- Two (2) updated CVs (one in French, one in English), including three (3) professional references (and their contact details).
- A copy of the National Identity Card (CNI) or Passport,
- Copie(s) of certified diploma (s),
- Professional service certificate(s).

The deadline for submitting applications is **Thursday, October 16, 2025, at 11 :59 PM (GMT+2)**.



7, Avenue de France, Rohero
Bujumbura-Burundi

NIF: 4001100017



+257 22 280 320
+257 61 917 000



info@infinitygroup.bi
www.infinitygroup.bi

RC: 12607/18