

JOB/ROLE PROFILE

1. POSITION DETAILS																													
JOB TITLE : Service Centre Health Officer	GRADE : 4																												
DEPARTMENT: Client Services Centre (Regional)	REVIEW DATE : May 2020																												
LOCALITY : LRA Regional Office	POSITIONS NUMBER : 6																												
JOB HOLDER:	MANAGER :																												
2. ORGANISATIONAL STRUCTURE																													
Organisational structure showing the position with two positions above and two positions below.																													
<table border="1" style="margin: 0 auto; width: 80%; border-collapse: collapse;"> <tr> <td colspan="2">SUPERVISORS DESIGNATION (2nd Level Above)</td> </tr> <tr> <td colspan="2">Deputy Commissioner Taxpayer Services</td> </tr> <tr> <td style="width: 50%; height: 40px;"></td> <td style="width: 50%;"></td> </tr> <tr> <td colspan="2">SUPERVISORS DESIGNATION (1st Level Above)</td> </tr> <tr> <td colspan="2">Manager Service Centre (Regional)</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> <tr> <td colspan="2">INCUMBENT</td> </tr> <tr> <td colspan="2">Service Centre Health Officer (Regional)</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> <tr> <td colspan="2">Subordinates Designation (1st Level Below)</td> </tr> <tr> <td colspan="2">None</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> <tr> <td colspan="2">Subordinates Designation (2nd Level Below)</td> </tr> <tr> <td colspan="2">None</td> </tr> </table>		SUPERVISORS DESIGNATION (2nd Level Above)		Deputy Commissioner Taxpayer Services				SUPERVISORS DESIGNATION (1st Level Above)		Manager Service Centre (Regional)				INCUMBENT		Service Centre Health Officer (Regional)				Subordinates Designation (1st Level Below)		None				Subordinates Designation (2nd Level Below)		None	
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3. POSITION SPECIFICATIONS

3.1 EDUCATIONAL QUALIFICATION (Minimum level necessary to perform the job).

Bachelor's Degree in Environmental Health Sciences/Environmental Health and Safety/ Environmental Management
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3.2 EXPERIENCE (Minimum necessary before being considered for the Job)

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3.3 CORE COMPETENCIES

Teamwork

Interpersonal skills

Analytical skills

Communication skills

Attention to detail

3.4 PURPOSE:

Responsible for preventing and controlling public health emergencies of national concern at Lesotho Revenue Authority Service Centres through screening of incoming clients; and enforce public health law in order to protect public health.

1.	HEALTH SCREENING	<ul style="list-style-type: none">• Monitor and follow up on suspected COVID 19 cases.• Advise and educate on public health issues in order to ensure compliance with regulations and the health and safety of others.• Enforce Public Health and any other relevant laws and regulations.• Refer suspected cases to designated health facilities for proper management.• Investigate and advise on communicable diseases in order to prevent and/or reduce spread of the disease.• Manage and organise safe disposal of hazardous substances/items/masks• Record incidents and produce statistics on same.• Inspect and evaluate workplace environment, equipment and practices for compliance with organisation and government health and safety standards and regulations• Keep record of inspection and suggest ways for improvement• Collaborate with internal and external stakeholders on health and safety matters.• Undertake health and sanitary inspection of the Service Centre area.• Participate in internal and external meetings to advice and inform on health and safety matters.• Conduct Health Screening of Clients entering the Service Centre at all times.
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2.	REPORTING	<ul style="list-style-type: none">• Compile reports as required and assist with the evaluation of the environmental and public health impact assessments of existing and proposed LRA developments around the service centres in order to successfully monitor the environmental health activities.
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