



Frederick University is seeking to recruit a full time Health & Safety Officer to maintain and monitor the implementation of the University Health & Safety Management System.

Short Description:

This role involves ensuring compliance with Health & Safety regulations and International Standards. It also entails full dedication in developing, monitoring and updating the Health & Safety management system to ensure the Health & Safety of all employees, students and visitors of the University.

Key Responsibilities include:

- Monitors changes in the Health & Safety legislation and International Standards and ensures compliance
- Assists in the development and the update of the Health & Safety Management System
- Assists in the implementation of the Health & Safety Management System
- Updates and manages the University Health & Safety Action Plan
- Plans and participates in Internal Audits
- Maintains office records related to operation of the Health & Safety Office
- Aids in the consolidation of information collected by the survey reports
- Investigates and reports accidents and incidents, ensuring corrective actions are implemented.
- Conducts risk assessments and enforces preventative measures
- Participates in internal training of employees and students
- Ensures all legally required permits are maintained
- Other responsibilities assigned, considered necessary for the University.

Requirements:

- University degree in Civil, Mechanical, or Electrical Engineering
- Additional Health & Safety certification/qualifications (e.g. NEBOSH IGC) will be considered an advantage
- Previous experience as a H&S Officer is desirable
- Excellent written and spoken communication skills in English and Greek
- Proficiency in Microsoft Office applications i.e. Word, Excel, PowerPoint
- Experience in using AutoCAD design system is desirable
- Great reporting skills
- Good Communication skills
- Self motivation

Interested applicants should send their CV to humanresources@frederick.ac.cy no later than the 06 of June 2025. The subject of the email should be “**Application for the position of Health & Safety Officer**”. All resumes will be handled confidentially. Candidates who meet the qualifications will be invited to interviews.