JOB ADVERTISEMENT: HEALTH AND SAFETY OFFICER

Who we Are:

Trinity Rutongo Mines Ltd is a tin mining company situated in Masoro Sector, Rulindo District, Northern Province, Rwanda. The Management of Trinity Rutongo Mines Ltd informs the public that it is recruiting competent, qualified, and experienced internal and external candidates for the following position:

Position/Job Title: Health and Safety Officer
Grade: C3
Department: Occupational Health and Safety (OHS)
Reports to: Occupational Health and Safety Section Leader

Job or Position Summary:

The Health and Safety Officer will support the OHS Section Leader in implementing, monitoring, and maintaining effective occupational health and safety systems across Trinity Rutongo Mines. The role is responsible for conducting workplace inspections, identifying hazards, assessing risks, investigating incidents, promoting safety awareness, and ensuring compliance with applicable occupational health and safety regulations, company policies, and industry best practices. The successful candidate should have practical experience in occupational health and safety, preferably within the mining or heavy industrial sector.

The Health and Safety Officer has the following responsibilities and duties.

Workplace Inspections, Hazard Identification and Risk Management:

- Conduct daily, weekly, and monthly workplace health and safety inspections across mining operations.
- Identify workplace hazards, assess risks, and recommend appropriate preventive and corrective measures.
- Report safety non-conformities and unsafe conditions promptly to the OHS Section Leader and relevant supervisors.
- Monitor the implementation and effectiveness of corrective actions to ensure identified risks are adequately controlled.

Incident Investigation and Reporting:

- Investigate workplace incidents, accidents, and near-misses under the guidance of the OHS Section Leader.
- Document investigation findings, identify root causes, and recommend measures to prevent recurrence.
- Maintain accurate and up-to-date incident, accident, and near-miss records.
- Assist in preparing and submitting statutory and internal safety reports as required.

Safety Compliance and Enforcement:

- Ensure compliance with applicable occupational health and safety laws, regulations, company policies, and procedures.
- Monitor the proper use of Personal Protective Equipment (PPE) and ensure employees adhere to safety requirements.
- Enforce workplace health and safety standards across surface and underground mining operations, as applicable.
- Assist in reviewing and updating OHS policies and procedures in line with regulatory requirements and industry best practices.
- Promote compliance with safe working practices and established operational procedures.

Safety Training and Awareness:

- Conduct health and safety induction programmes for employees, contractors, subcontractors, and visitors.
- Organize and facilitate regular toolbox talks and workplace safety awareness sessions.
- Support safety campaigns and initiatives aimed at strengthening a proactive safety culture.
- Encourage employee participation in safety programmes and promote safe working behaviours.

Safety Monitoring, Documentation and Continuous Improvement:

- Prepare weekly and monthly safety reports highlighting inspection findings, incidents, trends, and areas requiring improvement.
- Ensure proper maintenance and organization of OHS documentation, inspection records, and safety registers.
- Monitor the implementation of safety procedures and recommend improvements where necessary.
- Collaborate with supervisors and other departments to strengthen workplace safety performance.
- Support the OHS Section Leader in developing and implementing continuous improvement initiatives.

General Responsibilities:

- Understand, promote, and work in accordance with the company's vision, values, objectives, and strategies.
- Work collaboratively with the OHS Section Leader, supervisors, and other stakeholders to achieve departmental objectives.
- Demonstrate professionalism, accountability, and commitment to ethical practices.
- Perform any other related duties assigned by the OHS Section Leader or Management.

Job Requirements:

Qualifications:

- Diploma or Bachelor's degree in Occupational Health and Safety, Electrical Engineering, Mining Engineering, or a related field.
- Professional certifications such as NEBOSH, IOSH, OSHA, or equivalent will be an added advantage.
- Candidates with an Electrical Engineering background should possess relevant Lockout/Tagout (LOTO) training or certification.

Experience:

- Minimum of 3–5 years of relevant experience in Occupational Health and Safety, preferably within the mining or heavy industrial sector.

Key Skills and Competencies:

- Good knowledge of occupational health and safety regulations, management systems, and workplace safety procedures.
- Practical understanding of mining-related hazards, including ground instability, machinery, and other operational risks.
- Experience in conducting risk assessments, workplace inspections, and incident investigations.
- Familiarity with OHS management systems and digital reporting tools.
- Excellent problem-solving and analytical abilities, with a proactive approach to risk identification and mitigation.

Equal Opportunity Employer:

Trinity Rutongo Mines Ltd is an equal opportunity employer that values diversity and inclusion. We welcome applications from all qualified candidates regardless of gender, ethnicity, disability, or background.

Applying for the Positions:

Please submit the following documents before **30th November 2026** in a single file attachment to the e-mail address recruitment.rmines@trinity-metals.com, mention **Health and Safety Officer** as the subject of your mail, and address the application to the General Manager of Rutongo Mines Ltd.

A Motivation letter addressed to the General Manager explaining your suitability for the position.

A Curriculum vitae maximum 3 pages with 3 referees' names.

A copy of education and training certificates/diplomas/degrees

A copy of relevant work certificates.

A copy of ID

A copy of Driving License cat : B

**Note that Only shortlisted candidates will be contacted.*

Rutongo Mines Ltd. Company Reg. N°101907021

Part of TRINITY Metals Group

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