

Occupational Health and Management Processes Technician

Role:	Occupational Health and Management Process Technician
Type of work:	Full-time
Work Location:	Puerto Ayora, Galapagos Islands, Ecuador
Supervised by:	Human Resources Director
Application Deadline:	April 14, 2024

Introduction

The Charles Darwin Foundation (CDF) for the Galapagos Islands is the first international non-profit organization established in Galapagos in 1959. International non-profit organization established in Galapagos in 1959. Since then, it has become the leading scientific and conservation organization working alongside the Galapagos National Park. CDF's mission, and that of its Research Station, is to address the most significant threats and challenges to the Galapagos through scientific research and conservation actions to protect one of the world's most important natural treasures. CDF seeks a Safety, Occupational Health, and Process Management Technician to contribute to all employees' well-being and safety in support of CDF's vision, mission, and strategy.

The objective of the Position

Create, develop, update, and follow up the safety, occupational accident, and illness prevention system so that it complies with current legal and regulatory requirements and contributes to the physical and psychosocial well-being of all CDF employees. Ensure that each area of the CDF has tools (manuals, policies, procedures, etc.) that allow the effective execution and compliance of all activities.

We seek a qualified safety, occupational health, and process professional who will work with the administrative and scientific team in a dynamic and rapidly changing environment. You will work closely with the CDF science and conservation teams on their fieldwork expeditions to ensure, contribute to, and improve safety and health processes in the environmentally constraining conditions unique to the islands. In addition, a work plan should be established with all "process owners" to update, create, and develop manuals, policies, and procedures to maintain a continuous improvement management system.

Profile

Minimum requirements

- Degree in Occupational Safety and Health. Other careers such as Management Process, Industrial Psychology, or similar (with specialization or specific training in occupational safety and health are required).
- 3+ years of demonstrated experience as an occupational health and safety technician or coordinator.
- 1+ years of minimum experience in the field and environmental conditions limiting safety management system surveys.
- 1+ year minimum experience in process assessment and continuous improvement. Knowledge of process and workflow representation methodologies, tools, and techniques.
- Demonstrated experience in occupational health and safety management in the following activities:
 - Prepare the matrix for the identification and evaluation of occupational risks.
 - Prepare the Health and Safety Regulations (new formats). Preparation of the Joint Organization and Integral Occupational Risk Prevention Plan.
 - Prepare, execute, and register the training plan focused on health and safety surveillance.
 - Prepare the emergency plan and evacuation and risk maps.
 - Formation of emergency brigades and training of brigade members.
- Excellent skills in writing plans, programs, protocols, and reports.
- Conversational English (minimum B2), English for writing (minimum C1).
- Good knowledge of Office suite (Excel intermediate level).
- Organized and results-oriented.
- Excellent ability to work as part of a team.

Desired experience and skills:

- Development of alcohol/drug use prevention programs, psychosocial risks, protocols for the prevention of all forms of violence against women in the workplace, and an equality plan (Ley Violeta).
- Integrated Management Systems (Quality, environment, occupational health and safety, information security).
- Internal Auditor ISO 9001:2015.
- First Aid in remote locations (Wafa Certification).

Functions and responsibilities

Health and Safety

- Work with the Human Resources Director to develop and update alcohol/drug use prevention programs, psychosocial risks, protocols for preventing all forms of violence against women in the workplace, and the equality plan (Ley Violeta).
- Develop and update FCD's Internal Health and Safety Regulations, together with the matrix for identifying and evaluating occupational risks, and comply with control agencies' requirements regarding records, formats, and reports.
- Develop and update the CDF Emergency Plan and Risk Evacuation Maps, complying with an activity plan that involves the scientific and administrative team.
- Develop the Training Plan focused on health and safety surveillance, mainly fieldwork safety.
- Form the Joint Body and the Emergency Brigade, coordinating the work plans, records, and training this team must maintain.
- Update and maintain all procedures and protocols established in FCD to ensure health and safety in all activities.

Management Process

- Establish a work plan with all process owners to update, create, and develop manuals, policies, and procedures to maintain a continuous improvement management system.
- Properly apply methodologies, tools, and techniques to represent processes and workflows. Standardize and update formats.
- Support the tools' socialization processes in each area by working jointly with the communications department.
- Establish an internal audit plan for the different areas of CDF to ensure compliance with regulations, policies, and procedures.
- Issue reports on continuous improvement and compliance with the internal audit plan to the Executive Management and the Human Resources Department.

Employment Conditions

The selected person will report directly to the Human Resources Director.

The work location will be at the Charles Darwin Research Station in Puerto Ayora, Santa Cruz, Galapagos Islands, Ecuador. For this reason, the candidate must be willing to relocate to live in the Islands.

The salary and vacation benefits package is based on the policies of the Charles Darwin Foundation. It will be set according to the candidate's qualifications and based on a salary scale.

The working hours at the CDF are 40 hours per week, from 07:45 to 12:30 and 14:00 to 17:15.

CDF will handle all residency documents related to the recruitment process but will require the candidate's assistance in obtaining the necessary legal documents.

¿How to apply?

If you are interested in this position and meet most of the required profiles, please send the following information by email to **pro.seleccion@fcdarwin.org.ec**:

- Updated CV
- The names and e-mail addresses of three professional and personal references. Letters will only be requested if the candidate passes the initial interview.

Candidates should send all documents in a single PDF file, including all required documents, and in the subject line, the name of the position for which they are applying. Candidates will be evaluated objectively without discrimination of gender, nationality, religion, ethnic group, age, or sexual orientation as established in our Code of Ethics and Conduct.