

SENIOR HSE OFFICER

1. JOB DETAILS:

Position Title:

Senior HSE Officer

2. JOB OBJECTIVE:

The Senior HSE Officer will be responsible for the implementation, monitoring, and continuous improvement of Health, Safety, and Environmental (HSE) standards. The role ensures compliance with local regulations, company policies and industry best practices to promote a safe and healthy working environment for all stakeholders (staff, contractors and visitors etc.).

3. KEY ACCOUNTABILITIES:

- Conduct regular HSE inspections and risk assessments of office floors to identify hazards and recommend corrective actions.
- Support in developing a variety of assurance functions, including preparation of policy & procedures development, regular updating of policy & procedures, conducting operational assessments and process reviews.
- Support in development, review & updating of company's HSE Risk Management system and ensures proper planning for safe execution through risk assessment and other environmental management tools and monitors the implementation of the recommendations to reduce the identified risks through continuous follow-ups.
- Ensure all fire safety systems, emergency exits, alarms, first aid equipment and evacuation procedures are functional and compliant.
- Coordinate and conduct periodic safety drills, including fire and evacuation drills, in collaboration with building management.
- Ensure proper housekeeping, ergonomics, waste management, and indoor air quality.
- Support in incident investigations, prepare reports, and ensure timely closure of corrective and preventive actions.
- Conduct HSE induction and periodic training sessions for new and existing staff.
- Liaise with building management and vendors on safety-related matters, including contractor safety, lift/escalator inspections, HVAC maintenance, etc.
- Maintain HSE records and documentation as per audit and compliance requirements.
- Promote a proactive HSE culture through awareness campaigns and continuous engagement with employees.

4. QUALIFICATION & EXPERIENCE:

Minimum Qualifications:

- 16 years of education with Bachelor's degree in Occupational Health & Safety, Environmental Science, Engineering, or a related field.
- NEBOSH/IOSH certification or equivalent will be preferred.

Minimum Experience:

- 04 years of relevant experience in the oil and gas industry.

5. COMPETENCIES:

- Strong attention to detail and problem-solving abilities.
- Excellent communication and interpersonal skills.
- Ability to influence behavior and promote a safety-first mindset.
- Competence in using MS Office and HSE management systems.
- Ability to work independently and manage multiple priorities effectively.

6. AGE LIMIT:

- 40 Years

7. GENERAL INFORMATION

- The position is based in Islamabad.
- We are an Equal Opportunity Employer. Women, Transgender persons and candidates belonging to minorities are encouraged to apply.