



Job Specification: Environment and Health and Safety Coordinator (EHSC)

Grade:	7
Line managed by:	Country Director
Responsible for line managing:	N/A
Location:	Hanoi / Quang Binh / Quang Tri

MAG's Vision is a world in which everyone can live free from the enduring and devastating consequences of armed violence, conflict and their legacy.

MAG's Mission is to save lives, ease suffering and enable sustainable development by limiting the causes and addressing the consequences of armed violence and conflict so people can live with dignity and choice, free from fear.

Job Purpose:

The Environment and Health and Safety Coordinator (EHSC) will work across all departments to develop and enforce a workplace culture of health and safety, who will also implement strategies and initiatives aimed at ensuring and fostering a healthy, safe and inclusive working environment. Responsibilities include developing and implementing Environment, health and safety programs, providing guidance to staff, assessing program effectiveness in terms of Health and safety.

Job Description

Environmental Responsibility related activity

- Develop and implement programs and initiatives in collaboration with other departments to support MAG's commitment to environmental responsibility.
- Provide guidance and support to management and staff on environment-related matters, including training, policies, and procedures.
- Serve as a resource for employees seeking support or guidance on environmental issues or concerns.
- Stay informed about best practices, trends, strategy, and legislation related to the environment and climate change resiliency, and integrate relevant updates into organisational strategies and initiatives.
- Support in the collection and monitoring of environmental data in line with requirements from MAG Manchester.
- Prepare reports and presentations on progress and initiatives against targets on environmental responsibility.
- Propose, support the design of, and conduct research and analysis on environmental issues.
- Lead training/workshops for MAG staff on environmental responsibility.
- Proactively make recommendations on environmentally friendly approaches, and support on specific initiatives as requested.

Health and Safety related activity

- Support in the implementation of systems, policies and procedures in relation to global health and safety standards.
- Monitoring and reporting against health and safety compliance.
- Ensure compliance with Vietnamese health and safety laws and regulations through the following:
- Formulating internal regulations, process and measures for assurance of occupational safety and hygiene; and fire safety;
- Making and implementing annual plans for occupational safety and hygiene; assessing risks, making plans for emergency rescue and updating risk registers;
- Managing and observing the reporting and inspection of machinery, equipment, materials or substances having strict safety and hygiene requirements;
- In coordination with the Medical Manager/Supervisor, organizing propagation and training in occupational safety and hygiene; give first aid, emergency aid and prevention of occupational diseases for employees;



- Organizing self-inspection of occupational safety and hygiene; investigating occupational accidents or safety threat as prescribed, conducting regular site inspections to monitor implementation of health and safety regulations and presenting results and lessons learned to the SMT from accident reports and investigations;
- Directing and cooperating with health unit in supervision and control of dangerous or harmful factors;
- Advising the employer to comply with recommendations of the Inspectorate and employees in terms of occupational safety and hygiene;
- Cooperating with internal trade union in instructions in tasks of occupational safety and hygiene officers;
- Organizing emulation movement, commendation, taking disciplinary actions, releasing statistics and sending reports on occupational safety and hygiene.
- Act as the key member in coordinating with MAG Quang Tri or Quang Binh investigation panel for occupational accidents in investigating, collecting evidence, making reports etc.
- Ensure the monitoring and training for all staff on labor safety and hygiene as per regulation.
- Train employees on safety policies and practices, conduct regular inspections, generate health and safety assessment reports and plan, and ensure that all occupational guidelines and regulations are adhered to.
- In cooperation with the PAC in each base to ensure the fire prevention activities for all operating facilities are up to standard of regulations and actual practice of safety.
- In cooperation with Fleet to develop and implement Road Safety Training and Assessment and in coordination with Operations, conduct safety toolbox meetings and drills for employees
- Meeting with the management team to define EHS goals and objectives.
- Generating assessment documentation, incident and accident reports, and health and safety manuals.
- Reporting to management, OSHA, and other regulatory agencies.
- Preparing and submitting health and safety compliance documents to the relevant organizations.
- Keeping abreast of the latest EHS trends, policies, regulations, and best practices.
- Working in coordination with the CD to update risk registers.
- Conduct regular site inspections

All staff are expected to undertake the following general duties:

- Work within the framework of the Policy on Personal Conduct
- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Undertake and apply learning from appropriate training and development programmes.
- Undertake the role in a manner appropriate to the cultural context and within the local legal framework.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference

Person Specification

Essential Qualifications

- Bachelor's degree in a related field (e.g., Human Resources, or Environment Studies) or equivalent experience.
- Driving license class B or above

Essential Experience

- Experience of working on development/humanitarian projects
- Demonstrated experience working in environment or health and safety roles or related fields.
- Experience developing and implementing environmental initiatives and programs.
- Experience collaborating with diverse stakeholders and fostering inclusive environments.

Essential Skills and Knowledge

- Strong understanding of environment and health and safety principles, issues, and best practices
- Strong interpersonal and communication skills
- Proposal and report writing skills
- Commitment to humanitarian and capacity building principles
- Knowledge of international humanitarian development needs and related issues
- Ability to create, read and interpret safety data sheets.
- Proficiency in computer programs such as MS Word, Excel, Power BI and PowerPoint.
- Acute attention to detail and problem-solving abilities.
- Ability to work to a budget
- Excellent organisational skills with the ability to coordinate activities
- Ability and willingness to undertake routine administrative tasks
- Strong command of English

By signing this document, I agree to undertake the above duties on behalf of MAG.

Post holder name	Post holder signature	Date

Accepted and Approved by Line Manager on behalf of MAG

Line manager name	Line manager signature	Date