

# **CENTURION AFRICA LIMITED**

## **TERMS OF REFERENCE (ToR)**

### **Health, Safety, and Environment (HSE) Officer** **International Bilingual School – Kigali, Rwanda**

#### **1. Background and Context**

As part of its safety and security responsibilities, Centurion Africa Limited (CAL) intends to hire two (02) professional staff for Health, Safety and Environment of an International Bilingual School in Kigali. The School is committed to ensuring a safe, healthy, and environmentally sustainable learning environment for students, staff, and visitors.

The candidates need to show proven track record experience in working with same or similar environments in the past. He/she must also be fluent in both English and French.

#### **2. Purpose of the Assignment**

To establish, implement, and continuously improve a comprehensive Health, Safety, and Environmental Management System (HSE-MS) within the School, ensuring compliance with national regulations and international best practices.

#### **3. Scope of Work**

##### **3.1 Health & Safety Management**

- Develop and implement a School-wide Health and Safety Policy.
- Conduct risk assessments (classrooms, labs, playgrounds, transport).
- Establish incident reporting procedures.

##### **3.2 Environmental Management**

- Implement waste management and sustainability initiatives.
- Ensure compliance with REMA standards.

##### **3.3 Emergency Preparedness**

- Develop emergency response plans.
- Conduct drills (fire, evacuation, lockdown).

### **3.4 Compliance**

- Ensure compliance with Rwanda Labour Law and safety regulations.
- Liaise with authorities.

### **3.5 Training**

- Conduct bilingual (English/French) HSE trainings.
- Promote safety culture

### **4. Deliverables**

- HSE Policy and Manual.
- Risk Assessment Reports.
- Emergency Plans.
- Monthly and Annual Reports

### **5. Duration**

Initial contract: 1 year (renewable)

### **6. Reporting Line**

Reports to School Director and works with administrative and academic staff.

### **7. Qualifications**

- Bachelor's degree in relevant field.
- HSE certification (NEBOSH/IOSH preferred).
- Minimum 5 years' experience

### **8. KPIs**

- Reduction in incidents.
- Compliance levels.
- Training effectiveness

### **9. Ethical Standards**

Must adhere to child safeguarding, confidentiality, and professional conduct.