JONAS LETOKA

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PROFESSIONAL SUMMARY

I am an accomplished Occupational Health and Safety candidate with over 8 years of experience at DHL Ford and a National Senior Certificate obtained in 2011. My expertise lies in Property and Project Management, as well as Business Consultation, all enhanced by my strong decision-making and problem-solving skills. Known for my detail-oriented approach and exceptional communication abilities, I am eager to leverage my skills to contribute to your team's success and achieve outstanding results.

Core Competences & Skills

- SHEQ Management Systems Implementation
- Hazard Identification & Risk Assessment
- Incident Investigation & Root Cause Analysis
- Safety Audits, Inspections & Gap Analysis
- Emergency Preparedness & Response Planning
- Microsoft Office Suite
- Safety Training, Inductions & Toolbox Talks
- Client & Stakeholder Engagement
- Safety Reporting, KPIs & Performance Monitoring
- Presentation Skills
- Negotiation Skills
- Complex Problem solving

PROFESSIONAL EXPERIENCE

Eskom Salvage & Maintenance (Lethabong Power Station) **11/2024 – Present**

SHEQ Supervisor

- Conduct regular workplace hazard and fire risk assessments
- Ensure personal protective equipment (PPE) is properly utilized and daily working conditions are safe.
- Handled security incidents and supported incident response activities in alignment with operational procedures
- Facilitate employee health and safety inductions and continuous toolbox talks.
- Supervise Quality Inspectors to ensure products/services meet customer and regulatory requirements.

Eskom Salvage & Maintenance (Lethabong Power Station) **05/2022 – 10/2022**

Junior SHERQ

Reason for leaving: **Career Growth**

- Facilitate comprehensive risk assessments to proactively identify hazards and implement effective risk mitigation strategies.
- Conduct routine inspections and generate detailed reports on Safety, Health, and Environment (SHE) compliance.
- Ensure timely implementation of corrective actions for identified risks and audit findings to promote a safety-driven culture.
- Investigate incidents to uncover root causes and enforce corrective and preventive actions. Installed and configured

Project Manager & Site Agent **10/2022 – 08/2023**

Eskom Camdem Power Plant

Reason for leaving: **Career growth**

- Proficient in Contracts Management and Client Liaison, ensuring seamless communication and project execution.
- Report Writing and Problem Solving, driving efficient project delivery.
- Proven ability to Manage Quality of Construction while maintaining high standards on-site

- Generates Daily Progress Reports and communicates updates effectively to Line Management.

Estate Agent **02/2023 – 12/2023**

Pam Goldings

Reason for leaving: **Career Growth**

- Conducted valuations for potential sellers using specialized software and presented professional, branded proposals.
- Managed the completion and collection of mandates, FICA, and essential documentation. Installed, configured, and supported Microsoft applications across user devices
- Arranged for professional photography to enhance property listings.
- Collaborated with Grow Rentals to ensure properties are effectively listed for sale and coordinated access for viewings.

Rusere General Dealer PTY Ltd **11/2021 – 10/2022**

Risk Assessor & Incident Investigator

Reason for leaving: **Career Growth**

- Monitor, plan, and implement risk control measures in compliance with relevant legislation, standards, and policies.
- Advise on potential risks and oversee the implementation of effective mitigation controls through thorough risk management assessments.
- Ensure all risks and controls are clearly understood, registered, and documented to uphold organizational integrity.
- Conduct comprehensive assessments of internal controls and risk management processes to identify improvement opportunities.
- Develop and maintain robust risk registers, and formulate effective crisis management and disaster recovery plans.
- Planned and executed SHEQ Management awareness and compliance programs, leading to a significant reduction in costs through cost-saving initiatives.

DSV FORD **01/2022 – 02/2022**

SHE REP

Reason for leaving: **Career Growth**

- Oversaw safety inspections and risk assessments, guaranteeing that all job sites maintained an effective risk management plan.
- Managed the daily operations of the SHEQ function, driving a culture of safety and quality throughout the organization.
- Delivered training and guidance to employees on SHEQ processes, fostering a knowledgeable and compliant workforce.
- Planned and executed SHEQ Management awareness and compliance programs, leading to a significant reduction in costs through cost-saving initiatives.

DHL FORD & DSV **09/2019 – 12/2021**

Safety Coordinator

Reason for leaving: **Career Growth**

- Compliance Monitoring: Ensure adherence to the Occupational Health and Safety Act (OHSA) in South Africa for a safe workplace.
- Risk Assessments: Identify hazards and conduct comprehensive risk assessments to mitigate potential threats.
- Safety Training: Coordinate and document all employee safety training sessions and toolbox talks for enhanced awareness.
- Hygiene Standards: Monitor and enforce workplace hygiene compliance with health regulations.
- Planned and executed SHEQ Management awareness and compliance programs, leading to a significant reduction in costs through cost-saving initiatives.

DHL FORD **11/2018 – 11/2019**

Team Leader

Reason for leaving: **Career Growth**

- Ensured departmental compliance and active team involvement through strategic management of SHEQ, Legal, and Wellness initiatives.
- Drove team development and performance improvement by conducting thorough internal audits and facilitating management reviews.
- Installed, configured, and supported Microsoft applications across user devices
- Planned and executed SHEQ Management awareness and compliance programs, leading to a significant reduction in costs through cost-saving initiatives.

DHL FORD **01/2017 – 12/2018**

Reach Truck Operator

Reason for leaving: **Career Growth**

- Perform routine pre-inspection and post-inspection maintenance checks on equipment to ensure proper functioning.
- Accurately pick orders and prepare them for shipping, ensuring correct items and quantities are selected. Installed, configured, and supported Microsoft applications across user devices
- Place incoming merchandise in designated storage areas, optimizing space utilization.
- Adhere to safety protocols and company guidelines while handling equipment and materials

EDUCATION

- Grade 12, Derek Kobe Secondary School

COURCES

- Hazard Identification and Risk Assessment (HIRA) , NOSA
- Basic Fire Fighting, NOSA
- First Aid Level 2, NOSA
- Incident Investigation, NOSA
- Handling and Storage of Hazardous Chemicals, NOSA

LANGUAGES

- **English**
- **IsiZulu**
- **Sepedi**

REFERENCES & AVAILABILITY

- References available on Request
- Notice period: 2 Weeks
- Willing to relocate