

Annual Workplace Health and Safety Audit for NRC Office in Kenya at Norwegian Refugee Council (NRC)

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Job Description

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The Norwegian Refugee Council (NRC) is a non-governmental, humanitarian organization with 60 years of experience in helping to create a safer and more dignified life for refugees and internally displaced people. NRC advocates for the rights of displaced populations and offers assistance within the shelter, education, emergency food security, legal assistance, and water, sanitation and hygiene sectors. The Norwegian Refugee Council has approximately committed and competent employees involved in projects across four continents. In addition, NRC runs one of the world's largest standby rosters -NORCAP, with professionals, ready to be deployed on 72 hours notice when a crisis occurs

Deliverables and reporting deadlines

The Audit Organization is expected to lead, accomplish, and submit the following deliverable: Conduct General Workplace audits for NRC Nairobi Office and provide a detailed report for the site.

Conduct Occupational Health and Safety committee training and issue both corporate and individual certificates for Nairobi team.

Conduct fire Marshals and First Aid training for designated staff and issue both Corporate and individual certificates for Nairobi team.

Conduct refresher training related to First Aid, fire safety, and occupational health and safety

for Nairobi teams annually.

Provide Annual Staff workplace ergonomics training for Nairobi offices and issue corporate certificate

Work with the ministry of health to complete staff occupational health assessment for Nairobi offices

The final deliverables (if awarded) are to be shared by **30th June** with the NRC Kenya country office team.

Qualifications for the Consultancy/consultant

Approved by the Directorate of Occupational Health and Safety (DOSHS) Kenya.

Approved by National Industrial Training Authority (NITA)

Ability to offer First Aid, Fire Safety, and Occupational Health and safety services

Ability to issue certificates both for individuals and corporates

A minimum of five years of proven practical experience in Kenya supporting INGOS

Facilitators must also be approved by DOSHS

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