



NORTHERN CAPE PROVINCIAL ADMINISTRATION
OFFICE OF THE PREMIER

POST: Assistant Manager Employee Health & Wellness
SALARY: R376 596 per annum
LEVEL: 9
CENTRE: Kimberley
REFERENCE: AD/EHW/2020

Requirements:

A Diploma in Nursing coupled with at least 8 years Nursing experience. The successful candidate must be registered with the South African Nursing Council (SANC) as Professional Nurse. An advance Diploma in Primary Health Care will serve as an added advantage.

Duties:

The successful candidates will be responsible for the following:
Implement an Occupational Health Risk Management System; Implement a Health and Productivity Management Behaviour Change, Communication Programme for the Department; Develop management reports on workplace health trends; Set up an administrative system for Health and Productivity in the workplace; Manage and Occupational Health Care Service capability; Implement plans for on-site clinic, establish network based services and wellness programmes; Formulate departmental and government-wide health sector solutions for purposes of implementing a medical surveillance programme on behalf of the Office of the Premier; Facilitate implementation of measures to assist managers and employees with identifying, eliminating, controlling and minimizing risks in the workplace while promoting health and wellness in the workplace; Assist with health promotion programmes; Implement health information systems in order to report periodically on workplace health trends; Ensure compliance with all legislative and administrative standards on behalf of the Office of the Premier.

Enquiries: Mr. B. Thekiso – 053 838 2469

Note: The NC Provincial Government is an equal opportunity, affirmative action employer, and women and persons with Disabilities are encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Considering the restriction on movement and limitation of postal services during the lockdown period, online applications such as emails with the relevant supporting documents e.g. comprehensive CV and qualifications will be accepted via electronic format e.g. Word, pdf, scanned images, etc. Where possible applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by originally certified

copies or uncertified copies provided that the original copies must be provided prior the interview. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). The successful candidate will be subject to a process of security vetting and verification of qualification. All applicants should please note that correspondence will be limited to successful candidates only, if you have not been contacted within six (6) weeks after the closing date of this advertisements, please accept that your application was unsuccessful. The Office of the Premier reserves the right not to fill the posts. Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at JW Sauer Building, Office of the Premier, Ground Floor (Security), for Attention: Mrs. R. Booysen or email to rbooyesen@ncpg.gov.za.

Closing date: 12 June 2020