



NORTHERN CAPE OFFICE OF THE PREMIER

RE-ADVERTISEMENT:

This is a re-advertisement of the post of **Manager: Employee Health and Wellness**
All candidates that applied previously does not have to re-apply.

POST: Manager: Employee Health and Wellness
SALARY: R733 257.00 – R863 748.00 per annum
LEVEL: 11
REF NO: MAN/EHWP/2020
CENTRE: Kimberley

Requirements: A registered Clinical Psychologist or Social Worker or Counsellor coupled with 5-10 years' experience in workplace counselling, workplace health programmes and interventions. Proof of registration with the relevant professional councils (Health Professions Council of South Africa (HPCSA) or South African Council of Social Services Professions (SACSSP). Proof of payment of annual registration fees (HPCSA / SACSSP) for 2020/2021. Candidates must also have a minimum of 5 years junior management experience in the Employee Health and Wellness field. The incumbent must be computer literate with excellent data management, report writing and oral presentation skills. Proven knowledge of the Employee Health and Wellness Strategic Framework and operationalising the four pillars. The incumbent will have to maintain a strict code of confidentiality and maintain professional standards at all times. Knowledge of the Public Service Regulations and Basic Conditions of Employment is essential.

Recommendations: Proven skills in research as well as data and information management will serve as a strong recommendation. Dynamic thought leader in the field of health promotion. Excellent track record in the implementation of evidence based workplace health programmes. A degree in employee assistance programmes will be an advantage.

Duties: The successful candidate will manage the rendering of Employee Health and Wellness services relating to health matters which will include the following: The rendering of a consultation service; the assessment of health and psychosocial problems (that is psychological; somatic; HIV/AIDS related, etc). The referral of cases when necessary. The monitoring of occupational health and safety matters. Design systems that manage employee health and wellness strategies, plans and policies. Implement evidence based workplace health programmes that promote the well-being of employees. Design information systems to track ill-health determinates, with corresponding health risk reduction actions. Continuous monitoring and follow-up of cases. Liaison with stakeholders within the programme.

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 encouraged to apply. During appointment the Office of the Premier will consider its Employment Equity Plan. Applications must be submitted on form Z83, obtainable from any Public Service Department and should be accompanied by certified copies of qualifications as well as comprehensive CV in order to be considered, failure to comply with these instructions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). **No faxed applications will be accepted.** All applications 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 is unsuccessful. Please forward the applications for the post quoting the relevant reference number to:

POST TO: Executive Manager
Human Resources Management
Private Bag X5016
Kimberley
8300

Or hand deliver: JW Sauer Building
Office of the Premier
Ground Floor (Security)

For Attention: Ms. R. Booyen

CLOSING DATE: 13 November 2020