

DIPALESENG LOCAL MUNICIPALITY



EXTERNAL ADVERT

DEPARTMENT: Corporate Services

POSITION: Wellness Officer

SALARY: R275 919. 00 – R303 168. 00 per annum (basic salary)

POST LEVEL: 05

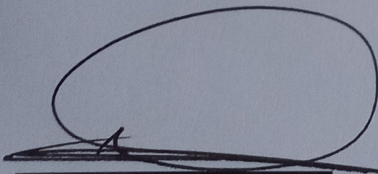
Minimum Requirements and Skills Required: Grade 12. 3 year's tertiary qualification in Social Work / Psychology. Registered with South African Council for Social Service Profession (SACSSP) or Health Council of South Africa will be added advantage. 2 year's relevant experience in social welfare/wellness. Valid driver's license. Computer and numerical skills. Candidate should be able to communicate in predominant local languages. Good Customer. Able to work under pressure. The successful incumbent will be subjected to vetting for criminal record clearance.

Duties: Researching information on wellness issues in order to keep abreast of at latest developments in relation to ethical standards as maintained by the Employee Assistant Program in SA. Providing input reviewing the Wellness annual plan. Recommending changes to EAP's to meet employee care goals. Drafting the reports and recommendations to improve wellness and submit to immediate supervisor. Liaising with the departments on the implementation of wellness programmes. Coordinating referral pathways for various employee problems: alcohol, substance abuse, victim support etc. Following up on care-programs to help resolve variety of job related and personal problems. Facilitating educational and consultative sessions for employees in relation with financial institution, health Medical Aids, life style management in order to capacitate and create awareness among employees in line with the Wellness Programme. Engaging management and employees on Employee Wellness programme Services. Submit monthly report to the immediate supervisor. Referencing source documentation, reports and or instructions using alphanumeric sequential codes, to facilitate retrieval.

Forward your application with a covering letter stating clearly the position applied for together with detailed CV and certified copies of qualifications for the attention of Acting Director Corporate Services, hand deliver applications in the Application box at Dipaleseng Local Municipality Offices at Corner Johnny Mokoena and Themba Shozi Street, Balfour, 2410, on or **before 14 July 2022**. **NB:** No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human Resources, Thulani Mahlangu on 017 004 0027.

Applications who do not receive feedback 60 days after the closing date must accept that their applications were unsuccessful. NB: The municipality reserves the right not to make an appointment.

The Municipality subscribes to the principles of Employment Equity and candidates from the designated group as defined in the Act will receive preference



Mr. L. Cindi
Acting Municipal Manager

Date: