

DIPALESENG LOCAL MUNICIPALITY



EXTERNAL ADVERT

Department: Corporate Services

Position: Wellness Officer

Salary: R289 439. 00 basic salary per annum (**R421 677. 46** Total package which includes benefits i.e. housing allowance, medical aid, 13th Cheque bonus and pension fund)

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.

Interested persons meeting the above-mentioned requirements are requested to complete Annexure B application form for employment that is accessible on our website www.dipaleseng.gov.za together with a detailed CV and certified copies of qualifications for the attention of the Acting Director Corporate Services, Private Bag X1005, Balfour, 2410 or hand deliver applications at Dipaleseng Local Municipality, Corner Johnny Mokoena and Themba Shoji Street, Balfour, 2410 **on or before 16 February 2023**. No faxed or e-mailed applications will be considered. Administrative enquires should be forwarded to Human resources, Mr. Thulani Mahlangu at 017 004 0027 / 0136.

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
Municipal Manager

Date: 30 January 2023