

**PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER**

The Office of the Premier is an equal employment opportunity and affirmative action employer and it is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. People with disabilities who meet the requirements are encouraged to apply. Employment Equity plan of the Office will be considered when filling these positions.

- APPLICATIONS** : Applications must be forwarded for attention: The Director General, Office of the Premier, Private Bag X129, Mmabatho, 2735. or hand deliver to Human Resource Management, Second Floor, Ga-rona Building, Mmabatho.
- CLOSING DATE** : 06 April 2018
- NOTE** : Applications must be accompanied by Z83, obtainable from any Public Service Department, and should include a certified copy of ID, certificates and comprehensive CV with three contactable referees. Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two day competency assessments. Late, faxed and e-mailed applications will not be considered. Communication will be limited to shortlisted candidates only, Qualifications will be verified. The successful candidates for the above positions will be required to undergo security screening. It is the responsibility of the applicant to make sure that foreign qualifications are evaluated by the South African Qualifications Authority. If you do not hear from the Office six weeks from the date of the advertisement consider your application unsuccessful. The office has the right not to fill the position.

OTHER POST

- POST 12/103** : **ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWOOP/07/4**
- SALARY** : R334 545 per annum (Level 9)
- CENTRE** : Mahikeng
- REQUIREMENTS** : A Bachelor's degree in Psychology or a Social Work. Registration with the Health Professions Council of South Africa or as a Social Worker with the South African Council for Social Services Professions (SACSSP). 3-5 years experience in Employee Health and Wellness of which 2 years should be at a supervisory level. Computer literacy in MS Office packages. Valid Driver's license. The incumbent must be willing to travel. Knowledge, Skills & Competencies: Knowledge and experience in HIV and AIDS, and TB management, Wellness management, and Safety, Health, Environment, Risk and Quality (SHERQ) management as well as promotion of health and productivity. Knowledge of Government legislation pertaining to Employee Health & Wellness Programme, human resources management, managing performance and supervision. Ability to maintain strict confidentiality, handle conflict situations, write reports and make presentations.
- DUTIES** : Manage the quality of life within the Office through designing and implementation of employee assistance and wellness programmes; coordinate the provision of psychosocial, individual and organizational wellness. Coordinate the provision of physical wellness and to monitor and evaluate the impact of the wellness programme in the Office. Conduct counseling, group work, crisis intervention, trauma debriefing and running workshops and promoting employee wellness. Developing workshops materials, questionnaire design and data collection, data capturing, data analysis and write reports. Coordinate Employee Health and Wellness events. Develop and maintain effective client record keeping systems and provide statistical and other reports as directed. Provide support and advice to management on Employee Health and Wellness issues. Ensure adherence to the required legal and ethical requirements of Employee Wellness and Workplace HIV and AIDS services. Manage the performance of staff and regularly ensure assessment of their performance.
- ENQUIRIES** : Ms. G Lebeko, Tel: 018 -388 3507