ANNEXURE K

PROVINCIAL ADMINISTRATION: NORTH WEST
OFFICE OF THE PREMIER

APPLICATIONS : Please email your applications quoting the reference number to OOPRecruitment@nwpg.gov.za.

CLOSING DATE : 19 February 2021

NOTE : The Office of the Premier is an equal opportunity, affirmative action employer and 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. The Employment Equity plan of the Office will be considered when filling these positions. Applications must be accompanied by fully completed New Z83 form (81/971431) obtainable from any Public Service Department. Applications should include certified copies (not older than 6 months) of ID and Qualifications as well as a comprehensive CV with three contactable referees. Failure to submit the required documents will result in your application not being considered. Late applications will not be considered. Communication will be limited to shortlisted candidates only. The successful candidates for the above positions will be required to undergo personnel suitability checks, which includes, criminal records, citizenship, financial checks, qualification verification by SAQA and previous employment (Reference checks). 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 three months from the date of the advertisement consider your application unsuccessful. The office reserves the right to not fill the position.

OTHER POST

POST 04/141 : ASSISTANT DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: NWP/OOP/2021/01

Purpose: To manage and facilitate the provision of Employee Health and Wellness services

SALARY : R376 596 per annum (Level 09)

CENTRE : Mahikeng

REQUIREMENTS : A Bachelor’s degree in Psychology or a Social Work. Registration with the Health Professions Council of South Africa (HPCSA) or as a Social Worker with the South Africa Council for Social Services Professions (SACSSP). 5 years’ experience with 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 Resource 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 monitor and evaluate the impact of the wellness programme in the Office. Conduct counselling, group work, crises intervention, trauma debriefing and running workshops and promoting employee wellness. Developing workshops material, 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 system and provide statistical and other reports as directed. Provide support and advice to management of 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 BC Maseng Tel No: (018) 388-3440

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