

## DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

*It is the intention to promote representivity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference.*

- APPLICATIONS** : Applications quoting reference number must be addressed to Mr. Thabang Ntsiko. Applications must be posted to Department of Public Service and Administration, Private Bag X916, Pretoria, 0001 or delivered 546 Edmond Street, Batho Pele House, cnr Edmond and Hamilton Street, Pretoria, Arcadia 0083. Faxed and emailed applications will not be considered.
- CLOSING DATE** : 20 February 2023
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed NEW Z83 form which can be downloaded at [www.dpsa.gov.za/dpsa2g/vacancies.asp](http://www.dpsa.gov.za/dpsa2g/vacancies.asp). From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter.

## OTHER POST

- POST 04/138** : **DEPUTY DIRECTOR: INTERNAL EMPLOYEE HEALTH AND WELLNESS**  
**REF NO: DPSA 03/2022**
- SALARY** : R766 584 per annum (Level 11), (an all-inclusive remuneration package) Annual progression up to a maximum salary of R903 006 per annum is possible, subjected to satisfactory performance. The all-inclusive remuneration package consists of a basic salary, the state's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to personal needs within a framework.
- CENTRE** : Pretoria
- REQUIREMENTS** : A Senior certificate, a four-year recognized tertiary qualification, or an equivalent qualification on NQF level 8 in Social work / Psychology / Industrial psychology. Three (3) years' appropriate hands-on experience within the Employee Health and Wellness (EHW) field at the middle management (ASD/DD) level. A minimum of 3–5 years of functional experience in the EHW environment, as well as knowledge of the OHS environment. Registration with the Health Professions Council of South Africa (HPCSA) as a Counsellor or Psychologist, or the South African Council for Social Service Professions (SACSSP) as a Social worker. Knowledge of the public service regulatory framework; a sound understanding of the EHW and job access strategic framework; the Occupational Health and Safety Act and Regulations; COIDA; the NEMA Act; service delivery best practices or initiatives; people management; project management; diversity management; computer literacy; facilitation skills; supervisory skills; conflict management; and team building.
- DUTIES** : Employee Health and Wellness Governance; draft / review policies to guide the implementation of EHW, productivity management; Implement the employee Health and Wellness Strategic Framework. Wellness, Health and Productivity Management; Coordinate and manage the rendering of the

employee Assistant Programme (EAP) for the Department, through provision of Psychosocial Services. HIV and Aids, TB and other Communicable Diseases Prevention, Support and Treatment Care Programmes; Draft / review policies to guide the implementation of HIV/Aids and TB Management; Conduct HIV counselling and testing campaigns and activities, medical screenings. Employment Equity and Disability Management; provide the secretariat services for the EE forum committee, compile EE annual reports in line with DoL prescripts. Occupational Health and Safety; Develop and monitor the implementation the DPSA SHE corporate standards and policy, coordinate SHERQ duties. Operations, systems and processes of the Sub-Directorate; Inputs made to the development of the Service Delivery model, service delivery standards and service delivery improvement plans and related reports, Inputs to the Directorates annual and operational plans and related monthly, quarterly and annual reports developed and submitted by the stipulated dated.

**ENQUIRIES**

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Monica Phalane Tel No: 012 336 1291