



water & sanitation

Department:
Water and Sanitation
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF WATER AND SANITATION

APPLICATIONS

For Centre: Pretoria: please forward your applications quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X 350 Pretoria 0001 or hand deliver at Continental Building, corner Cnr Visagie and Bosman, street, Pretoria. **For attention:** Ms Cindy Mazibuko

CLOSING DATE

: 26 AUGUST 2016.TIME:16H00

POST

: ASSISTANT DIRECTOR: EMPLOYEE WELLNESS- ORGANISATIONAL DEVELOPMENT. Ref: 260816/16

SALARY

: R311 794 per annum (level 09)

CENTRE

: Pretoria

REQUIREMENTS

: Degree in Social Work/Psychology. Three (3) to five (5) years experience in EAP environment two (2) of which must at supervisory level. Knowledge of HR policy development and implementation. Knowledge of organisational effectiveness/organizational development processes. Sound knowledge of Business processes and HR information. Understanding of Government legislation including financial management processes..

DUTIES

: Co-ordinate and provide employee health and wellness (EH&W) support services. Co-ordinate HIV and AIDS workplace programme. Monitor and evaluate EH&W programmes. Co- ordinate sports and recreation programmes. Maintain the EH&W database. Compile service implementation reports. Participate in the development of strategic and business plans for the components. Supervise staff.

ENQUIRIES

: Ms A Moabelo, tel (012) 336 7787