



## water & sanitation

Department:  
Water and Sanitation  
**REPUBLIC OF SOUTH AFRICA**

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 13 November 2020

Note: Interested applicants must submit their applications for employment to the e-mail address specified to each post. Applications must be submitted on a signed and dated Z83 form, obtainable from any Public Service Department, and should be accompanied by a comprehensive CV as well as copies of qualifications and Identity document. No late applications will be accepted. Original/certified copies must be produced by only shortlisted candidates during the interview date. A SAQA evaluation report must accompany foreign qualifications. Applications that do not comply with the above mentioned requirements will not be considered. All shortlisted candidates for SMS posts will be subjected to a technical and competency assessment. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. Candidates will complete a financial disclosure form and also be required to undergo a security clearance. Foreigners or dual citizenship holders must provide the Police Clearance certificate from country of origin. The Department of Water Sanitation is an equal opportunity employer. In the filling of vacant posts the objectives of section 195 (1) (i) of the Constitution of South Africa, 1996 (Act No: 108 of 1996), the Employment Equity imperatives as defined by the Employment Equity Act, 1998 (Act No: 55 of 1998) and relevant Human Resources policies of the Department will be taken into consideration. Correspondence will be limited to short-listed candidates only. If you do not hear from us within two (2) months of this advertisement, please accept that your application has been unsuccessful. The department reserves the right not to fill these positions. Women and persons with disabilities are encouraged to apply and preference will be given to the EE Targets.

POST: EMPLOYEE WELLNESS PROGRAMME CO-ORDINATOR / PRACTITIONER: REF NO: 131120/10  
BRANCH: CHIEF OPERATIONS OFFICE: LIMPOPO DIR: CORPORATE SERVICES  
SALARY: R 316 791 per annum, (Level 08)  
CENTRE: Polokwane

REQUIREMENTS: Three (3) years qualification relating to Social Science / Social Work. Three (3) to five (5) years' experience in Social / Employee Health and Wellness Services. Knowledge and understanding in wellness policy implementation. Knowledge and understanding in monitoring and evaluation principles. Practical experience in Employee Health and Wellness programmes. Knowledge of programme coordination, facilitation and implementation. Excellent communication skills both verbal and written. Problem solving, creativity, cultural awareness and initiative skills. Good computer skills. Uphold the principle of sense of confidentiality.

DUTIES: Implement wellness programmes, policies and strategies. Align employee health and wellness programmes with the business plan. Marketing of EHWP Services. Initiate the monitoring and evaluation of wellness programmes and systems. Conduct analysis on the implementation of wellness programmes. Liaise with NGO's on best practices of employee wellness programmes. Create and maintain database of wellness programmes. Follow up on meetings with clients. Execute administrative related duties to the wellness programs. Prepare wellness reports for management information purposes. Serve as secretariat during wellness engagements.

ENQUIRIES: Mr HG Masia, Tel No: 015 290 1202.

APPLICATIONS: Limpopo (Polokwane): Please email your application quoting the post reference number to: [LPRcruitment@dws.gov.za](mailto:LPRcruitment@dws.gov.za) For attention: Mr. HH Khosa.