



## water & sanitation

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

### DEPARTMENT OF WATER AND SANITATION

CLOSING DATE: 03 June 2024

NOTE: Interested applicants must submit their applications for employment to the address specified on each post. Applications must be submitted using the newly implemented Z83 form obtainable on the Department of Water and Sanitation's website, under career opportunities or the DPSA website, under vacancies in the Public Service (point 4) and should be accompanied by a comprehensive CV (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). All required information on the Z83 application form must be provided. Other related documentation such as copies of qualifications, identity document, drivers license etc need not to accompany the application when applying for a post as such documentation must only be produced by shortlisted candidates during the interview date in line with DPSA circular 19 of 2022. With reference to applicants bearing professional or occupational registration, fields provided in Part B of the Z83 must be completed as these fields are regarded as compulsory and such details must also be included in the applicants CV. For posts requiring a drivers license, annotate such details on CV. Failure to complete or disclose all required information will automatically disqualify the applicant. No late applications will be accepted. Shortlisted candidates will be subjected to suitability checks (SAQA verification, reference checks criminal and credit checks). SAQA evaluation certificate must accompany foreign qualification/s (only when shortlisted). Applications that do not comply with the above-mentioned requirements will not be considered. Candidates will be required to complete a financial disclosure form and undergo a security clearance. Foreigners or dual citizenship holders must provide a police clearance certificate from country of origin (only when shortlisted). 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 three (3) months of this advertisement, please accept that your application has been unsuccessful. Faxed or e-mailed applications will not be considered. 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 HEALTH AND WELLNESS PRACTITIONER REF NO: 030624/11

BRANCH: INFRASTRUCTURE MANAGEMENT: SOUTHERN OPERATIONS DIR: OPERATIONS SOUTHERN

SALARY: R376 413 (Level 8)

CENTRE: Gqeberha (Port Elizabeth)

REQUIREMENTS: A National Diploma / Degree in Social Science or Social Work. Three (3) to five (5) years' experience in Social Services. The disclosure of a valid unexpired driver's license. Sound knowledge of Employee Wellness. Policy implementation. Monitoring and evaluation principles. Communication skills, Problem solving skills and Time Management. Creativity and Awareness. Programme coordination, facilitation/presentation skills and Report writing skills. Cultural Awareness. Initiative. Computer skills and policy development skills. Good interpersonal relations and ability to deal with all levels of management. Understanding of Government legislation. Sound knowledge of the Healthy Lifestyle Programmes, HIV/AIDS, Sick leave, PILIR, Stress Management.

DUTIES: Establish, facilitate, and implement wellness programmes, policies, and strategies within the Cluster. Monitoring and evaluation of wellness programme. Conduct analysis on the implementation of wellness programme. Create and maintain database on wellness programme. Marketing and promotion of EHWP services within the Cluster. Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees based on relevant qualifications and experience. Ensure the implementation of Special programmes such as HCT, Financial wellness that is retirement planning, garnishee management, financial education, as well as substance abuse and absenteeism management. Coordinate lifestyle management services, life skills and sport activities for staff at the Cluster. Prepare and consolidate wellness reports and registers for management information purposes. Coordinate Employee wellness meetings. Serve as secretariat during wellness engagements. Follow up on meetings with clients. Align the employee wellness programme with the business plan and organizational strategy of the department. Execute administrative related duties to the wellness programme. Maintain a filing system.

ENQUIRIES: Mr. CS Nzimande (041 508 9717)

APPLICATIONS: Southern Operations (Port Elizabeth/Gqeberha): Please forward your application to the Department of Water and Sanitation, P.O Box 5501, Walmer, Port Elizabeth, 6065 or hand deliver at 50 Heugh Road, Lion Roars Office Park c/o 3<sup>rd</sup> Avenue and Heugh Road, Walmer. For Attention: Mr M Jonkerman