



## water & sanitation

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

DEPARTMENT OF WATER AND SANITATION  
CLOSING DATE: 17 May 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. All shortlisted candidates pertaining to Senior Management Services (SMS) posts will be subjected to a technical and competency assessment and a pre-entry certificate obtained from the National School of government is required prior to the appointment. 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: 170524/14  
BRANCH: CORPORATE SUPPORT SERVICES DIR: EMPLOYEE HEALTH AND WELLNESS  
SALARY: R376 413 per annum (Level 08)  
CENTRE: Pretoria Head Office

REQUIREMENTS: A National Diploma (NQF level 6) qualification in Social Work / Psychology. One (1) to (3) three years' experience in Employee Health and Wellness environment. The disclosure of a valid unexpired driver's license. Computer literacy and the ability to use various software packages such as MS Word, Excel, Power Point, Microsoft Outlook, and Internet. Knowledge and experience in employee health and wellness program. Knowledge and understanding of wellness policy implementation, monitoring, and evaluation principles. Knowledge of program coordination, facilitation, and implementation. Uphold the principle of sense of confidentiality. Problem solving and analysis. Creativity, cultural awareness, and initiative skills. Excellent communication skills both (verbal and written). Willingness and ability to travel.

DUTIES: Implement wellness programs, policies, and strategies. Align employee health and wellness programs with the business plan. Marketing of EHWP services. Initiate the monitoring and evaluation of wellness programs and employee wellness programs. Create and maintain database of wellness programs. 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 engagement. NOTE: Preference will be given to African females and people living with disabilities.

ENQUIRIES: Ms A Moabelo, Tel No: (012) 336 7787

APPLICATIONS: Pretoria (Head Office): Please forward your application quoting the relevant reference number to the Department of Water and Sanitation, Private Bag X350, Pretoria, 0001 or hand deliver to Delta Continental Building, Corner of Visagie and Bosman Street, Pretoria, 0001 For Attention: Planning, Recruitment and Selection unit