



UMNGENI MUNICIPALITY VACANCIES
uMNGENI MUNICIPALITY with its legislative and administration seat in
Howick seeks the services of suitably qualified and/or experienced persons
for the following posts:

NOTICE NO: 01/2021
EXTERNAL /INTERNAL ADVERT

CORPORATE SERVICES

DEPARTMENT

EMPLOYEE WELLNESS OFFICER

Task Grade (12): R322 213.56 – 418 242.72, per annum plus normal fringe benefits

Travelling Allowance

- Kilometers travelled will be re-imbursed based on the Department of Transport rates.

Requirements

- Diploma/Degree Social Science or relevant tertiary qualification.
- Registration with the South African Council for Social Services Professions (SACSSP) as a Social Worker or (HPCA) as a Psychologist.
- Appropriate knowledge, and extensive experience in development, implementation and monitoring of Employee Wellness Programme and Occupational Health & Safety.
- Excellent written and verbal communication skills, and excellent consultation, presentation and management skills

- Knowledge of policy interpretation and application, operational planning, project and facilitation management
- Ability to communicate in English and Zulu
- Code EB Drivers License
- Computer Literacy
- Must be able to develop documents /and reporting on EAP / OHS processes of the Municipality.
- 2 to 3 years relevant experience

Responsibilities:

- Conduct needs assessment for employees within the municipality
- Develop, implement and review EAP / OHS policies and procedures for the municipality
- Develop, plan and monitor EAP / OHS sub-programmes such as wellness programmes, alcohol and drug rehabilitation programmes / counselling, financial planning and life skills training and family counselling
- Establish effective referral systems with both internal and external service providers

- Sensitize all levels of staff , on EAP /OHS services
- Play a consultative and an advisory role on EAP / OHS related issues within the municipality
- Plan and monitor all EAP / OHS related programmes and events throughout the year IDDP , Drug abuse awareness Day
- Provide assessment referral , counselling and intervention support services to staff
- Provide input regarding budget requirements for the EAP / OHS
- Prepare and provide case management reports on Employee Wellness and occupational health and safety, do follow-ups ,provide and analyse statistics which would inform trends and incidents of EAP / OHS related issues
- Evaluate and monitor the effectiveness of the EAP / OHS at the municipality
- Maintain confidential records ,of all staff users of the EAP services at the municipality
- Educating and increasing awareness in personnel to the benefits of healthy living lifestyles are accomplished through the execution of a co-ordinated and focused approach of service delivery
- Encouraging on safe sexual behaviour.
- Encouraging prompt treatment of opportunistic infections
- Encouraging voluntary counselling.
- Lead and direct the Occupational Health and Safety function to maintain a healthy , safe and secure working environment for each employee

- Monitor legal compliance and recommend necessary changes
- Promote awareness and understanding of hazards that can result in harm
- Promote good health and safety practices at all levels in the organization.
- Provide information and training standards so that every employee is able to prevent harm to themselves or others at the point of action
- Act as an advisor to the employees on compliance issues, resources and management control methods and procedures.
- Provide advice on alternative working processes and mechanisms and set up documented control systems.
- Assist in setting purchase specification standards for safety equipment and PPE
- Identify the document all significant hazards in the workplace.
- Systematic and scientific measure and evaluate both hazard and risk to people.

Failure to comply with the provision of any of these advertisements and/or the *canvassing of Councilors* and/or officials and/or rendering of false information on the application, will result in disqualification. The appointment of any applicant is at the sole discretion of the Municipality. The Municipality is an equal opportunity, affirmative action employer. The employment decision may be informed by the Employment Equity Plan of the Municipality.

Application forms will be obtainable on our website (www.umngeni.gov.za) or at our HR Office. Application in a sealed envelope, clearly marked (Application of the Post together with the Certified copies of qualifications: ...) a relevant post and the Department addressed to **the Municipal Manager**, uMngeni Municipality, P O Box 5, Howick, 3290, must be received by the Registry Section on/or before **29th January 2021** No faxed or late applications will be accepted.

For enquiries please call the respective Departments through Switchboard number (033 – 2399200)

If you are not contacted within fourteen (14) days after closing date you should consider your application unsuccessful.

T. CIBANE
MUNICIPAL MANAGER