






a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION
SPECIALIST: EMPLOYEE WELLNESS PROGRAMME
(Group Corporate & Shared Services)

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.

DISCLAIMER

- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgement of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.



a world class African city

@CityofJoburgZA 

@CityofJohannesburg 

CityofJoburg 

SPECIALIST: EMPLOYEE WELLNESS PROGRAMME

Department: Group Corporate and Shared Services
Branch: Employee Relations & Development
Designation: Specialist: Employee Wellness Programme
Remuneration: R42 403,58 pm (basic salary, excluding benefits)
Location: JMPD, 1041 Wemmer Complex, Village Main Road and Loveday Street

Appointment Requirements:

- BA (SW), Certificate in EAP (NQF level 7);
- Registered with a professional body (SACSSP and EAPA-SA);
- 3 years in the working environment with exposure to all basic discipline of employee wellbeing; and
- Skills required: Counselling, analysis, report writing, presentation, problem solving, originating, and implementing project and programmes and formulating and implementing policies and protocols.

Primary Function:

Improve quality of work life and resilience of all employees by developing programmes that enhance wellbeing of the employees and the organization - provision of interventions that will maximize employees' productivity and services delivery of the organization.

Key Performance Areas:

- Develop and manage the Citywide EAP strategy compliant with national and international norms and standards and lead the City of Johannesburg towards having the status of political leadership and a workforce that can perform their duties effectively and efficiently.
- Manage the various EAP processes internally and externally.
- Manage change in these business processes and train line management and staff in currently accepted best practices.
- Assist in the compilation and administer departmental/regional budget needed to perform the EAP function in the City. Carry out the EAP functions mandate of promotion, counselling, referral and feedback.
- Maximize return on human capital investment through value adding interventions to improve organizational performance.
- Create, manage, and maintain a highly skilled and professional team of student social workers and interns, ensure upskilling in terms of latest challenges within the organization.



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

Leading Competencies:

- Ability to function under stress;
- Time management;
- High level of confidentiality and people management;
- Collaborative/Teamwork;
- Value and Integrity;
- Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics;
- Practice professionalism;

Core Competencies:

- Analytical mind and lateral thinking;
- Diplomatic assertive way of functioning;
- Extensive travelling and extended working hours.
- Computer literacy (Microsoft Word and Excel);
- Good communication (verbal and written);
- Coordinating skills;
- Presentation;
- Facilitation skills.

“All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability.”

Please take note that only online applications will be considered. Please apply by using the following link below:

https://share-eu1.hsforms.com/1_Sll1bpgS-mc9XqcgXnTEQew554

APPLY ONLINE VIA THIS LINK:

ENQUIRIES ONLY:

Contact Person: Sydney Kuduza
Tel No: 011 407 7139

CLOSING DATE: THURSDAY, 22 DECEMBER 2022



a world class African city

@CityofJoburgZA 
@CityofJohannesburg 
CityofJoburg 

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.

In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and
- Employment record verification,
- Criminal check, and
- Identity validation.