



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	SITA/20250218/2163
BPS Vacancy Number:	VAC0 0677/25 (RE 01)
Job Title:	Wellness Officer
Job Level:	C5
Vacancy Type:	Internal & External
Salary Range:	R478420.00 - R717630.00
Organisation Name:	State Information Technology Agency
Division:	HCM: Executive HCM
Department:	HCM: ER & Wellness
Employment Type:	Permanent
Location:	SITA Erasmuskloof
Number Of Openings:	1

#### Purpose of Job:

To implement Employee Wellness framework and strategies to promote and maintain well balanced lifestyle for SITA employees to ensure maximum productivity

#### Responsibilities:

Implement Employee Assistance Programme strategy to support the organization objectives. Coordinate, develop and run programs in order to teach employees about living a healthy lifestyle. Co ordinate committees i e Gender Forum, Sports and Recreation as well as HIV and AIDS committees. Ensure that all Employees Wellness practices are in compliant with regulatory and legal requirements, company standards and values. Ensure the effective functioning of the Wellness Department to ensure that the department is well managed to support the activities of the entire SITA.

#### Qualifications and Experience:

Required Qualification: 3-year National Diploma / Degree in Social Science or related field.  
Registration with a Professional Body - Nursing Council, SACSSP or HPCSA.

Experience: 3 - 5 years' experience in HCM within one of the following: Experience in Wellness and Employee Relations. Experience in HCM service management, HCM administration management, Planning and Policy Formulation as well as Implementation. Organisational Transformation, Budget and Financial Planning including Conflict Resolution and Ethics Management. Experience in Performance Management. Experience in Employee Relations/Labour Relations management. Experience in OHS

#### Knowledge:

Knowledge and understanding of relevant legislations, principles and practices Recruitment policy and procedures HR Administration Labour Relations Knowledge of the skills development Knowledge of employment equity Performance Management OHS Wellness Services

#### Technical Competencies

Human Capital Management

The set of practices related to people resource management. These practices are focused on the organizational need to provide specific competencies and are implemented in three categories: workforce acquisition, workforce management and workforce optimization.

#### Interpersonal and Behavioural Competencies

#### Active listening

The ability to fully concentrate on what is being said rather than just passively 'hearing' the message of the speaker.

#### Attention to Detail

The ability to ensure information is complete and accurate.

#### Analytical thinking

Identifies issues; obtains relevant information, relates and compares data from different sources, and identifies alternative solutions.

#### Continuous Learning

The ability to constantly expand one's skill set.

#### Disciplined

Showing a controlled form of behaviour or way of working, diligently.

#### Empathy

The ability to understand and share the feelings of another.

#### Inclusivity

The practice or policy of including people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of minority groups.

#### Resilience

The ability to effectively handle disappointment, rejection and set-backs while still working well and meeting deadlines.

#### Stress Management

The ability to keep functioning effectively when under pressure and maintain self control in the adversity.

#### Additional Requirements

N/A

#### How to apply

To apply please log onto the e-Government Portal: <http://www.eservices.gov.za/> and follow the following process;

1. Register using your ID and personal information;
2. Use received one-time pin to complete the registration;
3. Log in using your username and password;
4. Click on "Employment & Labour";
5. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access <http://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Recruitment Citizen";
3. Log in using your username and password;
4. Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

For support, please send an email to: [egovsupport@sita.co.za](mailto:egovsupport@sita.co.za) or Call: 0801414882

Closing Date : 25 Feb 2025

#### Disclaimer

\*\*\*\*\*NB: EMAILED CV'S WILL NOT BE ACCEPTED\*\*\*\*\*