



## VACANCY ADVERTISEMENT

### Vacancy Information Download

Reference Number:	KZNPG/20231020/1176
Advert Reference Number:	EGUM 36/2023
Job Title:	Employee Assistant Practitioner (EAP)
Job Level:	08
Vacancy Type:	Internal & External
Salary:	R 359 517.00 R 420 402.00 per annum
Department:	KZN HEALTH
Component:	EAST GRIQUALAND & USHER DISTRICT HOSPITAL
Employment Type:	Permanent
Center:	EAST GRIQUALAND & USHER DISTRICT HOSPITAL
Number Of Posts:	1

#### Duties/Responsibilities:

&#61656;Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level.  
&#61656;Establish and facilitate Employee Wellness Programmes based on policies, trends, needs and case analysis.  
&#61656;Monitor and evaluate the Employee Wellness Programme.  
&#61656;Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the institution based on relevant qualifications and experience.  
&#61656;Market and Promote EWP services within the institution.  
&#61656;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.  
&#61656;To ensure implementation and maintenance of policies and procedures that will address Employee Wellness Programme at institutional level.  
&#61656;Establish and facilitate Employee Wellness Programmes.  
&#61656;Monitor and evaluate the Employee Wellness Programme.  
&#61656;Marketing and Promotion of Employee Wellness Programme within institution.  
&#61656;Co-ordinate sport activities for staff at the facility.

#### Qualifications and Experience:

&#61656;Senior certificate / Grade 12 certificate or equivalent  
&#61656;Bachelor's Degree / Diploma in Social Science / Social Work or National Diploma in Employee Wellness.  
&#61656;Current registration with the relevant statutory body e.g. South African Council for Social Services Professions (SACSSP)  
&#61656;3-5 years' experience in the Employee Wellness Field.  
&#61656;Current and previous experience endorsed and stamped by Human Resource (Employment History).

#### Essential Knowledge, Skills and Competencies Required:

&#61656;Knowledge of the public sector, employee wellness and developing guidelines and standards.  
&#61656;Knowledge of healthy lifestyle programmes, HIV/AIDS, Sick leave, PILLIR, Stress Management, etc.  
&#61656;Knowledge of national, provincial and departmental policies, prescripts and legislations.  
&#61656;Knowledge of HIV/AIDS Counselling and crisis management.  
&#61656;Ability to display problem solving and analytical thinking skills.  
&#61656;Ability to display research analysis, presentation and excellent report writing and general writing skills.  
&#61656;Boasts project planning and management, change management and facilitation skills.  
&#61656;Boasts time management, policy development, and communication and conflict management's skills.  
&#61656;Boasts good interpersonal relations and the ability to deal with all levels of management.  
&#61656;Boasts computer literacy, tact and diplomacy skills.  
&#61656;Boasts planning, organizational and leadership skills.  
&#61656;Boasts honesty and integrity, respect /courtesy and confidentiality.  
&#61656;Ability to work under pressure.

#### Additional Information

13th Cheque / service bonus, Home owners Allowance  
(Employee must meet prescribed requirements) Medical Aid (Optional)

#### How to apply

To apply please log onto the e-Government Portal: <https://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 <https://www.eservices.gov.za/>, then follow the below steps:

1. Click on "Employment & Labour";
2. Click on "Click on KZN Provincial Government e-Recruitment Vacancies, S'Thesha Waya Waya";
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: [KZNHelpDeskRecruit@KZNpremier.gov.za](mailto:KZNHelpDeskRecruit@KZNpremier.gov.za)

Closing Date : 03 Nov 2023

#### Disclaimer

##### DISCLAIMER FOR KZN E-RECRUITMENT SYSTEM

a)The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities are equal opportunity, affirmative action employers, and preference may be given to suitably qualified candidates from designated groups in terms of the Employment Equity Act, 1998. The filling of posts may also be guided by the Departments/ Entities Employment Equity plan/targets.

b)If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.

c)Applications received after the closing date will not be considered.

d)Please clearly indicate the name of the post and reference number of the position for which you are applying.

e)Applicants applying for posts in KZN Government Departments via the online e-Recruitment system, must upload a copy of their CV onto the system. Certified copies of supporting documents need not accompany your application and CV, as these will be requested from shortlisted applicants only.

f)Applicants applying for posts in KZN Public Entities via the online e-Recruitment system, must upload copies of all documents, including certified copies of all documents stipulated in the advert of the Public Entity.

g)It is the responsibility of the applicant to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA), prior to the time the qualification documents are requested to be submitted to the KZN Provincial Department or Public Entity.

h)Only candidates who meet the requirements may apply.

i)Appointment is subject to verification of the qualifications of the applicant, reference checking, and securing a positive security clearance, in circumstances where this is in relation to the requirement/s for appointment to the post applied for.

j)Applications from Recruitment Agencies will not be considered.

k)Applications sent to incorrect email address will not be considered.

l)The respective Provincial Departments and Public Entities reserve the right not to make an appointment.

m)The appointed candidate shall be required to sign a performance agreement.

n)Reference checks and/or confirmation of employment will be done with the current employer and candidates are advised to include references from the current employment in their application/CV to facilitate this.

o)The respective Provincial Departments and Public Entities reserve the right to regard a negative record on any verification check or risk assessment conducted, as sufficient grounds for refusal to select a candidate for appointment.

By utilising the KZN Provincial e-Recruitment system, you hereby specifically acknowledge that you have read and accepted the following disclaimer:

I understand and agree that where information is provided, whether personal or otherwise, it may be used and processed by the owner of this e-Recruitment system, and such use may include placing such information in the public domain.

All reasonable measures to protect the personal information of users will be taken, provided that for the purpose of this disclaimer (personal information) will be as defined in the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) and the Protection of Personal Information Act, 2013 (Act No. 4 of 2013).

The information and reports contained herein may not necessarily be accurate or final and must be viewed in the context of when such information or report is dated.

The KwaZulu-Natal Provincial Government and all KwaZulu-Natal Provincial Public Entities, including their respective officials, duly appointed representatives, agents, and contractors, accept no liability whatsoever for any loss or damage, whether direct, indirect, special, or consequential, or expenses of any nature whatsoever, which may arise as a result of, or which may be attributable directly or indirectly to, information made available on these pages or links, or actions or transactions resulting therefrom.

By using the KZN Provincial e-Recruitment system, I specifically consent and submit to the jurisdiction of the South African Courts in regard to all proceedings, actions, applications, or the like, instituted by either party against the other where necessary.

If you do not agree to be bound by these terms, please do not make applications for posts through the KZN Provincial e-Recruitment system.

