



VACANCY ADVERTISEMENT

Vacancy Information Download

Reference Number:	KZNP/20230904/957
Advert Reference Number:	DANHC 19/2023
Job Title:	Employee Assistance Practitioner
Job Level:	8
Vacancy Type:	External
Salary:	R 359 517.00 - R 420 402.00
Department:	KZN HEALTH
Component:	DANNHAUSER CHC
Employment Type:	Permanent
Center:	Dannhauser
Number Of Posts:	1

Duties/Responsibilities:

- .Ensure the implementation and maintenance of policies and procedures that will address Employee Wellness Programme at Institution level.
- .Roll out Provincial Policies at institutional level to Management, Employees and Unions e.g. Substance abuse, absenteeism management etc.
- .Review existing policies, procedure and guidelines so that it is applicable to workforce.
- .Establish and facilitate Employee Wellness Programmes.
- .Monitor and evaluate the Employee Wellness Programme.
- .Adapt existing monitoring and evaluation tools to new programmes implemented.
- .Capture all Monitoring and Evaluation results in Head Office templates which would then be collated for Departmental use.
- .Compile monthly, quarterly and annual Employee Wellness reports.
- .Provide an assessment, referral, intervention and appropriate counselling and aftercare services to employees at the Institutions based on relevant qualification and experience. Marketing and promotion of EWP within institution.
- .Facilitate fitness and risk assessments in relation to PILIR cases, and conduct home visits especially in relation to absenteeism, PILIR management, IOD and chronic care.
- .Provide training in terms of accessing EWP services to all staff.
- .Commemorate wellness days in line with the Health calendar.
- .Develop marketing material, pamphlets, and articles for the Institution's newsletters.
- .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.
- .Collate and record stats and forward to Head Office in the relevant templates.

Qualifications and Experience:

- .Grade 12/ Senior certificate.
- .Bachelor's Degree/Diploma in Social Science/Social Work or National Diploma in Employee Wellness.
- .3 - 5 years' experience in a relevant field.

Essential Knowledge, Skills and Competencies Required:

- .Knowledge of Public Sector.
- .Sound knowledge in Employee Wellness.
- .Knowledge in developing guidelines and standards.
- .Sound knowledge on the Healthy Lifestyle Programmes, HIV/AIDS. Sick Leave, PILIR, Stress Management etc.
- .Knowledge of National, Provincial and Departmental policies, prescripts and legislation.
- .Counselling, HIV/AIDS Counselling.
- .Crisis Management. Problem Solving.
- .Change Management.
- .Computer Literacy

Additional Information

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

Closing Date : 15 Sep 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).

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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.