



**national treasury**  
Department:  
National Treasury  
REPUBLIC OF SOUTH AFRICA

## **CORPORATE SERVICES DIVISION**

### **DEPUTY DIRECTOR: EMPLOYEE HEALTH, WELLNESS AND TRANSFORMATION**

**Remuneration Package R733,257.00 per annum (All-Incl.)**

**Reference: (Ref. S107/2020)**

**Pretoria**

**The incumbent will be required to:** Manage, implement and maintain Employee Health, Wellness (EHW) and Transformation Programmes.

**Qualifications and experience requirements:** A Bachelor's Degree in Psychology/ Social Services Registration with Health Professions Council of South Africa (HPCSA) as Counsellor or Psychologist or South African Council for Social Service Professions (SACSSP) as a Social Worker • A minimum 4 years' experience in Employee Health, Wellness and Transformation Programmes related fields • Knowledge and experience of the management of an onsite health facility.

**Some key outputs include: Employee Health, Wellness and Diversity Programmes Governance:** Draft/ review policies to guide the implementation of EHW, Productivity Management and Diversity Programmes • Implement the Employee Health and Wellness Strategic Framework • Develop and maintain Employee Health and Wellness standard operating procedures for all EHW programmes • Procure Employee Health and Wellness offerings and manage service providers Establish and coordinate Transformation, Gender and Wellness Committee • Provide Employee Health and Wellness Management Reports in line with DPSA prescripts **Wellness, Health and Productivity Management:**

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The National Treasury is an equal opportunity employer and encourages applications from women and the persons with disabilities in particular. Our buildings are accessible to people with disabilities.

Applications should be accompanied by the newly amended a fully completed Z83 (non-negotiable) comprehensive CV and originally certified copies of qualifications and ID. Please forward your application, quoting the relevant reference number and the name of the publication on the subject line of the email, to the e-mail address mentioned.

Kindly note: applications that are not compliant with the above requests will not be considered. The Department reserves the right not to fill the post.

Please note: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Successful candidates will be appointed on probation for the period of twelve (12) months into the prescribed rules

All short-listed candidates will be subjected to personnel suitability checks and the successful candidate will undergo security vetting. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). If you have not received feedback from the National Treasury within 3 months of the closing date, please regard your application as unsuccessful.



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Conduct life skills training on time, conflict and stress management in the workplace • Coordinate the promotion of physical health through sports events • Coordinate the distribution of posters and brochures on physical wellness • Facilitate and coordinate services for wellness day • Liaise / Network with stakeholders and other organisations with regard to Employee Wellness issues, and implement best practices accordingly • Utilise internal communication to communicate and promote Employee Wellness activities • Promote team building through recreational activities across the NT • Market the Employee Wellness programme through poster awareness, publication of health information monthly, information sessions, commemoration of health events according to the Health and Wellness calendar, liaison with employees / managers etc. • Conduct absenteeism analysis and compile reports **Facilitate the implementation of HIV and Aids, TB and other Communicable Diseases Prevention, Support and Treatment Care Programmes:** Draft/Review policies to guide the implementation of HIV/AIDS and TB Management • Conduct HIV Counselling and Testing campaigns • Conduct HIV, AIDS, STI, and TB information sharing sessions • Monitor the distribution of male and female condoms • Facilitate the implementation of HIV & AIDS programmes • Observe Health calendar days and initiate awareness programmes within the NT **Coordinate and render Employee Assistant Programme (EAP):** Coordinate and render debriefing, pre-counselling, referral, and support service to employees • Analyse individual as well as group needs and identify psychosocial health risks, recommendations, implementation and action plan to address risks • Recommend interventions and provide support in the implementation of action plans to address health risks identified through absenteeism report • Administer and manage EAP cases • Facilitate EAP support programmes • Market the EAP services **Facilitate the implementation of Diversity Management programme:** Develop or review the NT policy and planning in line with the national gender policy framework as outlined in the gender policy framework • Develop and motor the implementation of the disability rights policy, special programs and implementation guidelines • Assess progress in implementing the diversity management policy guidelines • Evaluates the impact of diversity management interventions within the NT • Manage the secretariat for Transformation, Gender and Wellness Committee • Oversee the children's waiting area.

Applications may be sent via e-mail to [Recruit.CS@treasury.gov.za](mailto:Recruit.CS@treasury.gov.za)

**Closing date:** 12 March 2021 at 12:00 pm

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***Please note: Applications must be submitted using the newly implemented Z83 form obtainable on the National Treasury website career page as well as the Department of Public Services and Administration vacancy page. Please note that should you not use the newly amended Z83 and complete it in full, the department reserves the rights to disqualify your application. We only accept applications sent via email to the mentioned email address in a PDF format. The National Treasury no longer accepts hand delivered or posted applications.***

***Please also ensure that you read the full advert for guidance on how to send your applications.***

For further information regarding the positions please visit our careers page

<http://www.treasury.gov.za/careers/default.aspx>, or contact: Human Resources on 012 315 5100, follow the voice prompts and press number 2.

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