DIVISION: CORPORATE SERVICES

Human Resources Specialist: Employee Wellness

(Ref: S063/2015).

Salary: R270,804.00 per annum (excluding benefits)

- Pretoria

**Purpose:** To manage a workplace employee wellness programme, which is designed to assist in the identification and resolution of employee’s personal and work related problems or challenges which may adversely affect their work performance and / or working environment.

**Requirements:**

- A three year tertiary Degree as well as registration with a professional body as a registered Social Worker or a relevant profession
- An Honours Degree will be an added advantage
- Extensive 5 years’ experience in Employee Wellness and related fields.

**Key outputs:**

- Develop, review, implement and monitor Employee Wellness policies and strategies. Implementation of Employee Wellness framework for the National Treasury
- Facilitate and coordinate programmes pertaining to the physical, mental and emotional well-being of employees
- Coordinate Employee Wellness Committee meetings and activities
- Analyse individual as well as group needs and identify psychosocial health risks, and recommend interventions to address the risks
- Provide debriefing, counseling and advise to employees
- Facilitate formal/informal employee referrals to professional therapists.
- Continuous marketing of 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
- Facilitate a Wellness support programme including HIV/AIDS
- Conduct information / awareness sessions around SHEQ through inductions and training sessions
- Liaise with an external Employee Wellness Programme service provider and other stakeholders.

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

Applications should be accompanied by a 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 in which you saw this advertisement, to the Recruitment Administrator: National Treasury, Private Bag X115, Pretoria, 0001 or to the e-mail recruit.cs@treasury.gov.za. Closing date 23 March 2015 at 12h00, no late applications will be accepted.

Qualifications and SA citizenship checks will be conducted on all short-listed candidates and, where applicable, additional checks will be conducted. 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 1 month of the closing date, please regard your application as unsuccessful.