

DIVISION: CORPORATE SERVICES

Human Resources Specialist: Employee Wellness

(Ref: S120/2015).

Salary: R288,135.00 per annum (excluding benefits)

• Pretoria

Purpose: To manage an Employee Assurances Programme, which is designed to assist in the identification of personal and work related stressors inhibiting productive employees in order to promote holistic employee health and wellness within the National Treasury.

Requirements: • A Bachelor's Degree in Social Sciences and Employee Wellness related qualifications as well as registration with a professional body • Minimum three years' experience in Employee Wellness Programme and related fields obtained within a corporate environment.

Key outputs: • Develop, implement monitor and revise Employee Wellness policies , strategies and facilitate programmes pertaining to the physical, mental and emotional well-being of employees • Ensure the implementation and adherence to the DPSA Employee Wellness Framework • Coordinate Employee Wellness Committee meetings and activities

- Analyse individual as well as group needs and identify psychosocial health risks to provide recommendations and implement action plans
- Provide a debriefing, pre- counselling, referral, immediate professional counselling and support service to employees
- Liaise / Network with stakeholders and other organisations with regard to Employee Wellness issues, and implement best practices accordingly
- Market Employee Wellness Programmes through National Treasury's publication of health information, and other interventions
- Effective utilisation of internal communication to communicate and promote Employee Wellness activities
- Assess sick leave record and monitor absenteeism
- Recommend interventions and provide support in the implementation of action plans to address health risks identified through absenteeism
- Facilitate a Wellness support programme including HIV/AIDS/TB.

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 27 July 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.