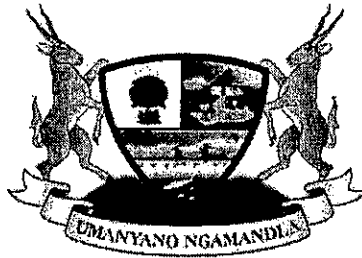


Mbizana Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
lmahlaka@mbizana.org.za

EXTERNAL ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

1. **POST** : **EMPLOYMENT WELLNESS OFFICER**
DEPARTMENT : **CORPORATE SERVICES**
CONTRACT : **PERMANENT**
TASK GRADE : **11**
REMUNERATION : **R250 843.00 basic salary per annum**

REQUIREMENTS

- ✓ Grade 12 or Matric Certificate
- ✓ Bachelor of Social Sciences (Industrial Psychology)/ Social work or equivalent,
- ✓ 2-3 years working experience,
- ✓ Accredited as a Counsellor with traceable practice number as an added advantage;
- ✓ Be computer literate,
- ✓ Be able to interpret statutes,
- ✓ Understanding of Local government protocols,
- ✓ Be in possession of good communication skills,
- ✓ Fluency in at least two official languages and
- ✓ Be able to work under pressure

KEY PERFORMANCE AREAS

- ✓ Coordinates and implements processes associated with employee assistance initiatives and programmes;
- ✓ Conducts an overview function of all employee occupational health and wellness cases within the Municipality;
- ✓ Undertakes duties related to ensuring the municipal work environment is safe and free of occupational hazards;
- ✓ Performs administrative tasks/responsibilities related to the maintenance of employee wellness programs;

- ✓ Performs duties of a general nature related to employee wellness and occupational health and safety.

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information please contact: Mr Z.S. Jojimali on 039-251 0230 during office hours. Closing date: ~~12-11-2019~~ @ 12pm.

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

No faxed or emailed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. L. Mahlaka
Municipal Manager