



External Vacancy

DIVISION: Human Resources	DEPARTMENT: Human Resources
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POST: Employee Wellness Specialist	POST NO: 3242 PEROMNES LEVEL: 7
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JOB DESCRIPTION

Key performance areas included but are not limited to:

- **Wellness Strategy**
 - Develop Wellness and Employee Assistance Programme (EAP) strategies and framework that complements the overall Human Resources Management Strategy and People Philosophy at VUT
 - Provide input into overall Human Resources Management value proposition as it relates to the wellness practice through the development of best practice, research, trends analysis and wellness initiatives
 - Analyse wellness trends and prepare high level reports to management as input to create an engaged workforce
- **Wellness Implementation**
 - Implement wellness interventions based upon identified needs within the organisation
 - Build capacity in the organisation to drive and manage an employee wellness culture
 - Design, implement and drive VUT's programme, including providing awareness campaigns and training, professional counselling, testing and support through external vendors
- **Employee Value Proposition**
 - Ensure that all wellness initiatives contribute towards the operationalising of the overall Employee Value Proposition (EVP)
- **Governance**
 - Participate in the Wellness Committees and Forums to facilitate the successful implementation of wellness initiatives and programmes.
 - Develop policies and procedures to support the implementation of wellness initiatives
 - Serve as the employee trustee for provident fund and participate in health care committees and wellness coach
- **Reporting**
 - Provide monthly and quarterly report on wellness statistics and focus on analysis, comparison and trends
- **Communication**
 - Marketing of wellness events and educational information on health issues
 - Coordinate and promote wellness initiatives in partnership with other stakeholders
- **Critical Incidents**
 - Responsible for trauma debriefing during trauma incidents
- **Consultancy and Wellbeing Services**
 - Conduct workshops on selected wellbeing issues and obtain feedback on existing programmes.
- **Individual Wellbeing Services**
 - Cover whole spectrum of individual wellbeing components as defined by the World Health Organisation (WHO) or others, such as: Psycho-social, Physical / Health, Family and Financial

APPLICATION CRITERIA:

Qualification/Experience:

- Honours Degree or BTech in Social Sciences.
- Minimum of six (6) to eight (8) years' experience in Employee Assistance Programme / Wellness of which three (3) years must be the managing of an Employee Assistance Programme (EAP) / Wellness function.
- Experience in a Higher Education environment will be an added advantage.
- Computer literacy (MS Office Suite of products – MS Word, MS Excel, MS Access, MS PowerPoint, MS Outlook, MS Visio).

Skills:

- Excellent communication (written and verbal) skills, Effective interpersonal skills, Planning and Organising skills, Stress Management, Counselling Skills, Confidentiality, knowledge and understanding of the Human Resources Services Life-Cycle. Basic understanding of Labour Law e.g. LRA, EEA, BCEA, OHSA, employee health, wellness and benefit administration concepts, practices and procedures.

Closing date for applications: 07 September 2018

Submit CV by hand to Carmen Titus at B103 or e-mailed to recruitment@vut.ac.za

Please Note: The application must be accompanied by a CV, identity document and ORIGINAL certified copies (not older than 3 months) of educational qualifications. Submission of such copies entitles Vaal University of Technology to authenticate the qualifications without any further consent from the applicant. Candidates with foreign qualifications must also submit the South African equivalent of the qualification. These qualifications are evaluated by SAQA. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. Therefore people from designated groups are encouraged to apply. If you are not contacted within three weeks after the closing date, please accept that your application was unsuccessful.