



DIVISION: DVC Resources and Operations

DEPARTMENT: Human Resources

POST: Employee Wellness Specialist

POST N^o: 3242

PEROMNES GRADE: 07

JOB DESCRIPTION

Key performance areas include but are not limited to:

- Develop Wellness and Employee Assistance Programme (EWP/EAP) strategies and Frameworks that compliment the overall HRM Strategy and People Philosophy of VUT
- Implement wellness interventions based upon identified needs within the organisation
- Ensure that all wellness initiatives contribute towards the operationalizing of the overall Employee Value Proposition
- Participate in the Wellness Committees and Forums to facilitate the successful implementation of wellness initiatives and programmes
- Provide monthly and quarterly reports on wellness statistics
- Coordinate and promote wellness initiatives in partnership with other stakeholders
- Conduct workshops on selected wellbeing issues and obtain feedback on existing programmes
- Coordinate wellbeing services which cover the whole spectrum of individual wellbeing components as defined by the World Health Organisation (WHO) and others, e.g. Psycho-social, Physical Health etc.

APPLICATION CRITERIA:

Minimum Requirements:

Qualification: Post graduate Degree or equivalent qualification in the Social Sciences field.

Experience: 6 years in Employee Assistance Program (EAP)/ Wellness (EWP). 3 years of which must be in managing the EAP/EWP function
Registration with a relevant professional body

Skills and Competencies:

- Good Communication skills, Interpersonal skills, coping with pressure, planning, and organizing, learning and research, analytical skills, following instructions and procedures

CLOSING DATE FOR APPLICATIONS: 26 September 2024

Applications should include:

1. A fully completed prescribed application form which can be obtained from VUT website
2. A detailed curriculum vita (explicitly stating experience or knowledge in the above-mentioned fields)
3. Certified copies of all academic certificates/degrees
4. Certified copy of ID
5. Current contact information of referees
6. Please email applications to recruitment3@vut.ac.za and quote the post reference and post description in the subject line.
7. No manual applications will be accepted. Incomplete applications or applications without the application form and required documents will be disregarded.
8. Only applications made on our application for employment form would be considered.

9. Communication will be entered into with short-listed candidates only. If you do not hear from VUT within 3 months deem your application as unsuccessful.

Enquiries may be directed to:

HR Practitioner: Ms Angie Moeti, Tel 016 950 9452

Please Note: 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 submit a SAQA certificate of evaluation. Vaal University of Technology is an equal opportunity and affirmative action employer, which is committed to the implementation of its employment equity plan. People from designated groups are encouraged to apply. Only shortlisted candidates will be contacted.

VUT reserves the right not to make an appointment

By applying for this position, you give permission to share your information with the selection panel or the relevant people involved in the recruitment process.

