



ORGANISATION DEVELOPMENT AND TALENT MANAGEMENT

EMPLOYEE HEALTH AND WELLNESS PRACTITIONER

Requirements:

- Bachelor Degree in Social Work/Clinical Psychology/ Industrial Psychology or Three (3) year National Diploma in Human Resources Management
- Five (5) years' relevant and proven experience in Employee Health and Wellness environment.

Skills and Abilities

- Excellent analytical skills.
- Excellent planning and organising skills.
- Ability to work independently.
- Ability to handle complexity and ambiguity.
- Sensitivity to context.
- Excellent verbal/oral and written communication skills
- Excellent interpersonal skills.
- Strong interpersonal and customer service skills
- Ability to organise and prioritise work demands in a dynamic, fast-paced environment.
- Excellent computer skills

Duties:

The successful candidate will be responsible for the following:

- Provision of on-site assistance to employees such as counselling, and referrals.
- Promote employee health and wellness awareness
- Assist employees and management with employees' job performance, absenteeism and general conduct problems.
- Develop, compile and manage the Employee Health and Wellness Programme (Employee Assistance Programme).

- Organise Employee Health and Wellness workshops and awareness sessions/events.
- Prepare written submissions and other correspondences related to employee health and wellness reports required by the Director and different University stakeholders.
- Develop, compile and review the Employee Assistance Policy/Wellness Policy.
- Establish and maintain partnerships with internal and external stakeholders.

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CLOSING DATE: 23 SEPTEMBER 2022 (Extension)

Please submit cover letter clearly indicating which post you are applying for a detailed CV with all your names, addresses, contact details and email address and include contact numbers of three (3) referees, certified copies of all qualifications including Matric/ Grade 12 Certificate, academic transcripts and a South African ID/ Passport should be forwarded to Chief Human Resource Officer, e-mail applications in MS Word format, Recruitment2@ul.ac.za

Telephonic enquiries regarding conditions of service: Mr TG Morokolo (015) 268 4794

It is the applicant's responsibility to have foreign obtained qualifications evaluated by the South African Qualifications Authority. Please note that failure to submit the requested documents/ information will result in your application not being considered.

*The University of Limpopo is an Equal Opportunity Employer. All appointments will be made in accordance with the University's Employment Equity Policy. **Employee Health and Wellness Practitioner** Preference will be given to Male (Africans, Indians and Coloureds) Female (Africans and, Coloureds)*

Correspondence will be limited to short-listed candidates only. Applicants who have not been contacted within 30 days of the closing date must consider their applicants as unsuccessful.

The University reserve the right not to make appointment