REFERENCE NR	:	**VAC02319**
JOB TITLE	:	**Consultant: Employee Wellness**
JOB LEVEL	:	**D2**
SALARY	:	**R 620 597 - R 930 895**
REPORT TO	:	**Senior Manager: Employee Relations & Wellness**
DIVISION	:	**Human Capital Management**
DEPARTMENT	:	**HCM: ER & Wellness**
LOCATION	:	**SITA Erasmuskloof**
POSITION STATUS	:	**Permanent (Internal & External)**

Purpose of the job

To develop and Implement Employee Wellness, Health and Safety Strategies to promote and maintain a well-balanced lifestyle for SITA Employees as well as ensure maximum productivity.

Key Responsibility Area

• Manage and Implement Employee Assistance Programmes and Health and safety Strategy to support the organisation's objectives.

• Monitor and evaluate the effectiveness of Employee Wellness and Health and safety Policies, standards and procedures in order to continuously improve on the on the new OHS and EAP developments.

• Manage the Employee Wellness, Health and Safety programmes.

• Ensure that all the Employee Wellness, Health and Safety practices are complying with the regulatory and legal requirements.

• Monitor the effective functioning of the wellness department and ensure that it is well managed in support of the entire SITA's activities.

• Maintain and manage the budget to ensure that it is within the approved limits.

Qualifications and Experience

Minimum: Grade 12 and relevant qualification and a Diploma/Degree in Social Sciences or related field.

Registration with a Professional Body is Mandatory.

Experience: 3-5 years working experience in Employee Wellness. 2 Years as a Manager or Specialist in a Corporate/Public Sector Organisation.

Technical Competencies Description

Various relevant Legislations. Labour Legislation: Basic Conditions of Employment Act, Labour Relations Act, Employment Equity, Occupational Health and Safety Act (OHS), Skills development Act. Wellness Interventions. Health and Safety Interventions. Personal Attributes: Agility, Collaboration, Customer Centricity, Innovation Integrity and Empathy.

Other Special Requirements

N/A

How to apply

To apply please log onto the e-Government Portal: **www.eservices.gov.za** and follow the following process;

1.   Register using your ID and personal information;

2.   Use received one-time pin to complete the registration;

3.   Log in using your username and password;

4.   Click on "Employment & Labour;

5.   Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs;

Or, if candidate has registered on eservices portal, access www.eservices.gov.za, then follow the below steps:

1.   Click on "Employment & Labour;

2.   Click on "Recruitment Citizen"

3.   Login using your username and password

4.   Click on "Recruitment Citizen" to create profile, update profile, browse and apply for jobs

For queries/support contact egovsupport@sita.co.za **OR call 080 1414 882**

CV`s sent to the above email addresses will not be considered

Closing Date: 03 May 2024

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on the Employment Equity Plan. Correspondence will be limited to shortlisted candidates only. Preference will be given to members of designated groups.

- If you do not hear from us within two months of the closing date, please regard your application as unsuccessful.
- Applications received after the closing date will not be considered. Please clearly indicate the reference number of the position you are applying for.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).
- Only candidates who meet the requirements should apply.
- SITA reserves the right not to make an appointment.
- The appointment is subject to getting a positive security clearance, the signing of a balance scorecard contract, verification of the applicants' documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.