



VACANCY - 1869

REFERENCE NR	:	VAC00677/25
JOB TITLE	:	Wellness Officer
JOB LEVEL	:	C5
SALARY	:	R 478 420 – R 717 630
REPORT TO	:	Consultant: Employee Wellness
DIVISION	:	Human Capital Management
DEPT	:	Employee Wellness
LOCATION	:	SITA Erasmuskloof
POSITION STATUS	:	Permanent (External/Internal)

Purpose of the job

To implement Employee Wellness framework and strategies to promote and maintain well balanced lifestyle for SITA employees to ensure maximum productivity.

Key Responsibility Areas

- Implement Employee Assistance Programme strategy to support the organization objectives.
- Co – ordinate, develop and run programs in order to teach employees about living a healthy lifestyle
- Co-ordinate committees i.e. (Gender Forum, Sports and Recreation as well as HIV and AIDS committees)
- Ensure that all Employees Wellness practices are in compliant with regulatory and legal requirements, company standards and values
- Ensure the effective functioning of the Wellness Department to ensure that the department is well managed to support the activities of the entire SITA.

Qualifications and Experience

Required Qualification: 3-year National Diploma / Degree in Social Science or related field. Registration with a Professional Body - Nursing Council, SACSSP or HPCSA.

Experience: 3 – 5 years' experience in HCM within one of the following:

- Experience in Wellness and Employee Relations.
- Experience in HCM service management,
- HCM administration management, Planning and Policy Formulation as well as Implementation. Organisational Transformation, Budget and Financial Planning including Conflict Resolution and Ethics Management.
- Experience in Performance Management.
- Experience in Employee Relations/Labour Relations management. Experience in OHS.

Technical Competencies Description

Knowledge and understanding of relevant legislations, principles and practices. Recruitment policy and procedures. HR Administration. Labour Relations. Knowledge of the skills development. Knowledge of employment equity. Performance Management. OHS/ Wellness Services.

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: 11 September 2024

Disclaimer

SITA is an Employment Equity employer and this position will be filled based on Employment Equity Plan. Correspondence will be limited to short listed 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 a right not to make an appointment.
- Appointment is subject to getting a positive security clearance, the signing of a balance score card contract, verification of the applicant`s documents (Qualifications), and reference checking.
- Correspondence will be entered to with shortlisted candidates only.
- CV`s from Recruitment Agencies will not be considered.