



## **NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE**

### **EMPLOYEE WELLNESS AND OHS OFFICER PERMANENT**

**(Task Grade 12 R294,572.43 per annum)**

#### **KEY REQUIREMENTS**

The incumbent must have Matric Certificate and a three-year National Diploma /Degree in Occupational Health and Safety/Social Work Services plus a minimum of two years working experience in Occupational Health & Safety Environment/ Employee Wellness Environment, be Computer literate. Valid driver's license minimum code B, Registration with relevant professional body, Extensive knowledge of the Local Government Sector will be an added advantage

#### **KNOWLEDGE, SKILLS & COMPETENCY**

- Knowledge of municipal Framework
- Report writing skill
- Fluency in both in English and IsiZulu
- Communication both verbal and written skills
- Knowledge of individual/group work counselling

#### **KEY RESPONSIBILITIES**

- Develop Occupational health and safety systems, including policies and procedures,
- Promote occupational health and safety within the municipality,
- Making presentation to employer or health and safety committee on matters arising from workplace,
- Making presentation to employer on general matters affecting health and safety of employees at the workplace
- Inspecting the workplace including any article, substance, plant machinery or health and safety equipment at workplace with view to the health and safety employees at such intervals as may be agreed upon with employer.
- Assist the municipality in complying with the current health and safety legislation and/ or regulations with the objective of ensuring that reasonable and proper measures are taken to protect the safety and health of staff and visitors.
- Preparing and developing of written safe work procedures and man job specifications within the unit;
- Conducting Health and Safety audits to ensure legal compliance with Municipal safety standard
- Attending Department of Labour hearings in terms of legislation which, falls within the scope of the Occupational Health and Safety Act,
- Conduct the safety inspections and report regularly on any identified healthy risk hazards.
- Develop and implement an Integrated Employee Wellness/ Assistance Programme;
- The administration/ management of the Employee Wellness/ Assistance Programm
- Make referral, management and follow-up of all types of personal problems that can interfere with job performance and overall employee well-being;
- Provision of advice and guidance to management and staff on employee wellness related matters;
- Promotion of health awareness and the facilitation of health related events, activities and interventions (Wellness Day, HIV/ AIDS, etc.);


**BENEFITS**


13<sup>th</sup> Cheque, Leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy.

Written application letter together with comprehensive curriculum vitae (CV) and certified copies of qualifications must be forwarded to: **The Acting Municipal Manager, Mr MF Hadebe, Ndwedwe Local Municipality, P/Bag X 503, Ndwedwe, 4342** Faxed, e-mailed, Z83 form and late applications will not be considered. Enquiries can be directed to Human Resources Tel :032 532 5000

**CLOSING DATE: 22 OCTOBER 2018**

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action. Women are encouraged to apply.

  
**MR. MF HADEBE**

  
**DATE**