



Elundini Local Municipality

1 Celler Street • Maclear • 5480 • PO Box 1 • Maclear • 5480

Tel: +27 (0) 45 932 8100 • Fax: +27 (0) 45 932 1094 • Email: info@elundini.gov.za

3rd May 2018

**ELUNDINI LOCAL MUNICIPALITY
EXTERNAL ADVERTISEMENT
NOTICE NO. 16-2017-2018**

The Elundini Local Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

CORPORATE SERVICES

**1. EAP WELLNESS PRACTITIONER (Task Grade 11)
Annual Basic Salary R237 603.60 – R308 420.88**

MINIMUM REQUIREMENTS: •Three (3) year National Diploma in Human Resource Management/Industrial Psychology Registration as an EAP Practitioner/Associate • Computer Literacy-MS • Office Applications •Code EB Driver's•3 years' experience in HR environment.

MAIN DUTIES: - CONTINUOUS IMPROVEMENT COORNDINATES AND FACILITATES ALL SEQUENCES ASSOCIATED WITH EAP BY: • Developing and EAP Events Calendar in line with the EAP Strategy and/or Department of Health's calendar for approval by the immediate superior •Identifying policy challenges and practices so that the EAP policy can be reviewed for efficiency and effectiveness • Making proposals to the immediate superior on necessary changes for improvements in future EAP service delivery • Commenting on EAP concepts and approaches so that they may alignment with broader strategies to current functional requirements • Facilitating referral of employees and their families with psychosocial problems/concerns of individual employees and groups, pertaining to possible treatment options/interventions available, and conducting research projects for the efficient performance of services • Coordinating workplace HIV/AIDS interventions and, and liaising and networking with other organisations, municipalities, NGOs and government structure for sharing and

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com

Freepost: Freepost KZN138, Umhlanga Rocks, 4320

dissemination of information. •**EAP ANALYSIS AND PROFILING** • Consolidating and analysing information to facilitate the preparation of comprehensive EAP plan identifying and prioritising specific interventions. •Coordinating and facilitating Peer Support Para-Professionals for utilisation in situations where traumatic events occur • Monitoring individual employee who are undergoing any rehabilitation service and those who are on treatment for any psychosocial illness whilst adhering to the professional code of ethics and principle of confidentiality equality and report to immediate superior on any challenges encountered or progress made • Monitoring outcomes through feedback sessions with immediate superior and/or employee to assess status post counselling. •**TRAINING COORDINATION:** • Coordinating and facilitating psycho-education programs and training modules for the promotion of the EAP and as a methodology to address issues/concerns/problems within the institution • Facilitating skills training and/or workshops to assist management in identifying and referring troubled employees with skills pertaining to dealing with specific problems • Facilitating trainings and/or workshops for peer counselling. •**ADMINISTRATION & SUPPORT FUNCTION:** Compiling and updating statistical information with respect to training completed, attendance levels and target achieved and providing an accurate assessment of the psycho-social problems experienced with the institution on a global and local level. •Preparing reports on the activities of the Section outlining objectives and accomplishment of outcomes. •Maintaining the management information recordkeeping system, updating employee assistance files with current information and data and/or accessing information to support query resolution or provide details of interventions planned and completed.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Appointment will be subject to compulsory pre-employment screening in the form Qualification, Reference check and criminal checks, competency assessment (where applicable). Candidate in possession of foreign qualifications should attach a certificate of evaluation of their qualification from SAQA.

NB: Shortlisted candidates will be subjected to compulsory vetting their Qualifications, criminal record, previous employment record and competency assessment (where applicable).

Prospective candidates(s) who are in possession of foreign qualification should attach certificate of evaluation of their qualification from SAQA.

Faxed applications will not be accepted.

Applications should be addressed to:

The Corporate Services Manager
Elundini Local Municipality
P.O. Box 1
Maclear

5480

Tel. No: (045) 9328100

Closing Date: 01st June 2018