

**DIRECTORATE: CORPORATE AND SHARED SERVICES**

**POSITION : PERSONNEL OFFICER EAP**  
**SECTION : HRM**  
**REFERENCE : CSS/EAP/05/11/24**  
**REMUNERATION : IN ACCORDANCE WITH JOB LEVEL 5 OF**  
**MERAFONG CITY LOCAL MUNICIPALITY (R 465 496.63 PER ANNUM,**  
**EXCLUDING BENEFITS)**

**REQUIREMENTS:** Grade 12 • Diploma/ Degree in Social Science/ Psychology. Registration as a Social Worker/ Psychologist with the relevant professional body will be an added advantage. • 3 - 5 years' experience in the field. • Computer Literacy- MS Office Applications. • Valid Driver's License

**RESPONSIBILITIES:** Providing clinical services and counselling for the employees and their immediate families. Providing non-clinical services and preventative services. • Monitor and evaluate the EAP internal and external stakeholder management and networking. • Advising management on employee wellness matters • • Compile reports for management. • Maintaining the wellness of employees so that they are able to properly manage and undertake their responsibilities. • To encourage and preserve wellness through proactive and preventative programmes. • Restoring wellness when employees are not well. • Assisting employees in the manner it can to regain good health, comfort and productivity. • Providing measures aimed at promoting healthy lifestyles by assisting employees to manage and resolve personal problems that have a direct bearing on their job performance. • Responsible for overseeing programme implementation, evaluation of the policy and related procedures, and periodic review of procedures and recommendation for changes. • Submitting reports to the required stakeholders and attend relevant meetings. Providing • Supporting to other department during conciliation, mediation and arbitration hearing.

**COMPETENCIES: Core Professional Competencies** • Written Communication • Oral Communication • Attention to Detail • Influencing • Ethics and Professionalism • Organisational Awareness • Problem Solving • Planning and Organising • **Functional Orientation Competencies** • Business Processes • Use of Technology • Data Processing & Analysis • **Public Service Orientation Competencies** • Interpersonal Relationships • Communication • Service Delivery Orientation • Client Orientation and Customer Focus • **Personal Competencies** • Action Orientation • Resilience • Change Readiness • Cognitive Ability • Learning Orientation.