



## SEFAKO MAKGATHO HEALTH SCIENCES UNIVERSITY

### HUMAN RESOURCES

Sefako Makgatho Health Sciences University (SMU) is on a renewal path with exciting and unique opportunities to shape the training of medical and other health professionals, and scientists in general. We are on a vigorous campaign to attract top talent to join our exciting journey, as reflected in the opportunity below.

### **Practitioner: Employee Wellness (1 post)**

Ref:63/2024/BGM/P8

The University is looking for a dynamic and experienced individual who will provide lifestyle management and wellness intervention programmes for the institution by developing, facilitating, coordinating, and monitoring support programmes, ensuring impactful outcomes. The incumbent will report to the Deputy Director: ER, Legal and Wellness, and must meet the requirements and competencies, and be responsible for the following key performance areas below:

#### REQUIREMENTS

- A Bachelor's degree (NQF 7) in Human Resources Management with speciality in Organisational and Industrial Psychology, or a related Social Sciences field with speciality in Employee Wellness or any equivalent qualification
- At least four (4) years' experience in managing the Employee Wellness function in an organisation
- Demonstrated experience in implementing and coordinating employee wellness interventions and programmes, including administering an Employee Assistance Programme (EAP)
- Proven ability to evaluate the effectiveness of employee wellness initiatives
- Registration with the relevant professional body
- Experience in translating strategy into delivery through plans, programmes, people, and culture
- Experience in a Higher Education Environment will be an added advantage
- Computer literacy, with a sound knowledge of MS Word, MS Excel, PowerPoint and Internet

#### COMPETENCIES

- Technical/ professional knowledge and skill
- Strong project management skills
- Strong leadership qualities
- Strongly self-motivated with the requisite gravitas and credibility
- Uphold confidentiality
- Above average communication skills, both oral and written, with the ability to act as a representative of the themed area and to facilitate processes/workshops
- High level negotiation, influencing and enabling skills to ensure priorities are met
- Ability to work positively with stakeholders to achieve outcomes and deliver change through

- people
- Possess a positive 'can do' attitude and approach and ability to work at pace

## **KEY PERFORMANCE AREAS**

- Actively support the Deputy Director: ER, Legal and Wellness in the achievement of the University's HR strategic goals by developing, implementing employee wellness strategies and initiatives aligned with the overall business strategy
- Develop and execute comprehensive wellness programmes tailored to the needs of the institution
- Assess the wellness culture and requirements within the institution
- Develop and manage the wellness programme budget and ensure wellness programmes operate within the allocated budget and provide financial feedback
- Provide support through the Employee Assistance Programme, managing contracts and liaising with service providers to deliver necessary services.
- Work with internal and external stakeholders for programme roll-out and event organization
- Engage staff in wellness programmes and provide necessary support and follow-ups
- Plan and execute wellness activities, including screenings, events and workshops
- Liaise with University's prescribed medical aids in respect of identifying factors impacting employee wellness
- Track and assess the impact of wellness interventions on staff health and well-being
- Prepare and submit monthly reports on wellness programme status and outcomes
- Provide or source support and counselling services to employees to address health and wellness concerns such as coping with stress, bereavement, HIV, substance abuse, chronic absenteeism, and work-related issues
- Implement strategies for effective change management in wellness initiatives
- Write and distribute articles on employee wellness for institutional platforms
- Ensure compliance with the University's safety and health policies and procedures
- Contribute to the overall development of SMU, and actively improve institutional culture
- Perform any other duties assigned by the Line Manager

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**Closing date: 30 August 2024**

### **Applications from Employment Agency will not be considered**

Typed applications (**quoting the reference number**) which should contain a comprehensive curriculum vitae, certified copies of all qualifications and contact details of three referees, should be forwarded for the attention of Ms BG Mbanjwa by email to [hr.recruitment5@smu.ac.za](mailto:hr.recruitment5@smu.ac.za)

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) Failure to submit the requested documents/information will result in your application not being considered

*Telephonic enquiries regarding conditions of service: (012) 521-3071*

### **The Sefako Makgatho Health Sciences University is an Equal Opportunity and Affirmative Action Employer**

Correspondence will be limited to short-listed candidates only Applicants who have not been contacted within 30 days of the closing date must consider their applications as unsuccessful

***The university reserves the right to make or not to make an appointment***