



**UNIVERSITY OF
ZULULAND**

The University of Zululand subscribes to the principles embedded in the Employment Equity Act

HUMAN RESOURCES DIVISION

SPECIALIST: EMPLOYEE HEALTH AND WELLBEING

REFERENCE NUMBER: 2024/09/HR98

GRADE 7

The purpose of this position is to plan, develop, implement, and monitor employee health and well-being programmes aimed at improving the productivity levels of the university.

KEY ACTIVITIES

- Integrated Employee Health and Well-being Interventions
- Develop and Promote Employee Health and Well-being Programmes
- Programme Administration and Stakeholder Liaison
- Absenteeism Management
- Reporting

MINIMUM REQUIREMENTS

- Minimum Post Graduate Degree in Social Sciences or equivalent.
- Minimum of 7 years' experience in implementing and facilitating sound integrated employee health and well-being programmes.
- The ability to produce management reports and monitoring of trends.
- Registration with a relevant professional body (HPCSA / SACSSP).

PREFERENCES

- A Master's Degree in Social Sciences or equivalent qualification would be an added advantage.

OTHER REQUIREMENTS

Knowledge

- Employee Health and Well-being
- Employee Relations
- Project Management
- HR Policies and Procedure
- Applicable HR Legislation (e.g. Skills Development Act, Skills Levies Act, BCEA, etc.)
- Human Resources Management

Skills

- Communication
- Interpersonal
- Presentation and Facilitation
- Time Management
- Planning and Organising
- Reporting
- Problem Solving
- Counselling
- Listening

Behaviour / Attributes

- Self-Motivated
- Customer Focused
- Team Player
- Confidentiality
- Attention to Detail
- Punctuality
- Analytical
- Integrity

CLOSING DATE: 05 September 2024

To apply please log on to PNET (www.pnet.co.za) and submit your application. **The University will not accept any applications directly or through any other means.**

Candidates who do not meet the minimum requirements, as specified above, will not be considered and should not apply.

By applying for this position, you hereby give consent to the University of Zululand, that your personal information like your name and surname, Identity number, banking details, address, resume' etc., may be used, distributed, handled or processed and/or stored for purposes of the Recruitment and Selection process of the University.

Please note in terms of the University's recruitment policy preference will be given to South African citizens. UNIZULU is committed to employment equity and equal opportunity. The University reserves the right not to make an appointment.

Kindly Note: Communication will be entered into with shortlisted candidates only.