POST: Wellness Officer (Warrant Officer)
LOCATION: Quality of Work Life Management, Employee Health and Wellness (EHW), Gauteng Provincial Head Office, Parktown
REFERENCES: GP 38/7/20

Generic Requirements:
- Applicants must display competency in the post-specific functions of the post;
- Be in possession of a Senior Certificate (Grade 12);
- Be (proficient) in at least two official languages, of which one must be English;
- Must be a SA citizen;
- Must have no previous convictions or cases pending;
- Computer literacy;
- Interpersonal, communication and organizational skills;
- Analytical, self-management and problem solving skills;
- Report writing, presentation, development skills;
- Be in possession of at least a valid light driver’s license;
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification;
- Relevant courses in the field of the post may be an advantage.

Additional Post Requirements:
- Must be qualified as a Professional/ Registered Nurse with a Degree or 4 year Diploma in nursing and or a Degree in social work with a qualification in the field of HIV&AIDS, STI’s, TB, Non-Communicable Diseases or Disability management programme and or working as an occupational therapist plus 3 years relevant experience in the HIV/AIDS/ Disability management environment.
- Registered with the relevant Professions Council and proof of paid registration fees for 2020/2021.
- Project management will be an added advantage.
- Must have the ability to work with diverse groups.
- Successful candidate must be willing to travel and attend courses when required.
- Computer literacy – Microsoft word, Excel, PowerPoint.
- Good interpersonal -, analytical -, self-management - and problem-solving skills.
- Report writing skills, presentation, and facilitation, counselling and networking skills.
- Must be physically and mentally fit.
Core Responsibilities:
- Assist in the development and implementation of the HIV and AIDS Workplace programme and Disability Management Programme.
- Be well conversant with both HIV/AIDS and Disability policies.
- Manage Wellness Testing and Screening and the HIV Testing and Counselling programme and disability programme in the Province.
- Assist in the Management of the allocated HIV /Aids and Disability budgets in line with the PFMA, Treasury Regulations and SAPS Procurement processes.
- Conduct home and hospital visits of the employees.
- Provision of care and support for all employees.
- Provision of nutritional and treatment compliance advice and assistive devices to employees.
- Provide proactive interventions regarding ill-health problems related to HIV and other chronic conditions.
- Implementation of Support Groups and Lifestyle Change Groups.
- Assist with Members with disabilities.
- Provide support to members with disabilities.
- Provide administrative assistance to the Quality of Work Life Management.

General:
- Only the official application form (available on the SAPS website www.saps.gov.za/careers and at SAPS Police Stations) will be accepted. The Z83 previously utilized will no longer be accepted. All instructions on the application form must be adhered to. Failure to do so may result in the rejection of the application.
- It is not necessary for certification and commissioning of applications at this stage due to COVID-19 restrictions.
- The post particulars and reference number of the post must be correctly specified on the application form.
- A comprehensive Curriculum Vitae must be submitted together with the application form.
- Copies of an applicant’s ID, Senior Certificate and all educational qualifications obtained, service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver’s license.
- Qualifications and driver’s licences submitted will be subjected to verification checking with the relevant institutions. The South African Police Service will verify the residential address of applicants and conduct reference checks.
- Appointment will be made in terms of the SAPS Act, 1995 as applicable to the post environment.
- Applications must be hand delivered or couriered door-to-door. Late applications will not be accepted or considered.

**The closing date for applications is: 28 AUGUST 2020**
- If a candidate is short-listed, it can be expected of him/her to undergo a personal interview as well as a practical assessment.
Reference checking will be conducted on all short listed applicants.

**Short-listed candidates** for appointment to certain identified posts, will be vetted in terms of the Criminal Law (Sexual Offences and Related Matters) Amendment Act, 2007 (Act No 32 of 2007) and the Children’s Act, 2005 (Act No 38 of 2005). A candidate, whose particulars appear in either the National Register for Sex Offenders or Part B of the Child Protection Register, will be disqualified from appointment to that post. The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31st of January 2015 provide a buccal (inside cheek) sample in order to determine their forensic DNA profile. The forensic DNA profile derived from the sample will be loaded to the Elimination Index of the National Forensic DNA Database.

- All short-listed candidates will be subjected to fingerprint screening.
- Persons who retired from the Public Service by taking a severance package, early retirement or for medical reasons are excluded.
- Correspondence will be conducted with successful candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful.
- The South African Police Service is under no obligation to fill a post after the advertisement thereof.
- In the light of the high volume of applications envisaged, no faxes, or e-mails will be accepted and telephonic confirmations will not be done.
- Applications to be delivered to:
  The Provincial Head: Human Resource Management
  SAPS Provincial Head Office
  16 Empire Road, Parktown

**For Attention: Lt Col Henning / Capt Lennox / Capt Barnard**
Tel: 011 274 7913 / 7424 / 7423

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We welcome applications from persons with *dis Abilities*