

POST: Senior Social Worker: Wellness Officer (Warrant Officer)

LOCATION: Employee Health and Wellness: Quality of Work Life Management, Provincial Head Office, Eastern Cape

LEVEL OF REMUNERATION: Band B1, R300 345 per annum

REFERENCES: ECA25/22 (1 post)

Generic Requirements:

- Applicants must display competency in the post-specific functions of the post;
- Be (proficient) in at least two official languages, of which one must be English;
- Must be a South African citizen;
- Be in possession of at least a valid light motor vehicle driver's license;
- Must have no previous convictions or pending criminal / departmental or civil cases;
- Must not have tattoo/s marks which will be visible when wearing SAPS summer uniform (Police Act posts);
- Applicants will be subjected to a vetting process which will include security screening and fingerprint verification

LANGUAGE PROFICIENCY FOR FCS POSTS WILL SERVE AS AN ADVANTAGE.

- Mount Ayliff: Preferable Xhosa Speaking
- Mount Fletcher: Preferable Sotho Speaking
- Port St Johns: Preferable Xhosa Speaking
- Uitenhage: Preferable Afrikaans Speaking

Additional Requirements:

- Be in possession of a Senior Certificate (Grade 12) or National Certificate (Vocational) recorded on the National Learner Record Database (NLRD) on at least NQF 4
- At least a 3 year Degree or Diploma in Nursing / Social Work / Social Sciences (accredited by SAQA on at least a NQF level 7); Strong knowledge of HIV/AIDS, STI's, TB and Non-Communicable diseases plus 2 years relevant experience in the field of the post; Registered with the relevant Professions Council and submit proof of paid registration fees for 2022/2023;
- Project management will be an added advantage;
- Must have the ability to work with diverse groups
- Must have good interpersonal, communication, presentation / group facilitation, problem solving and administrative skills including report writing;
- Conversant with South African Employment Legislation especially BCA, EE, OHS, Promotion of Equality and Prevention of Unfair Discrimination Act, no 4 of 2000, the HIV/AIDS strategic framework, Job Access Strategic Framework, 2006 and Integrated National Disability Strategy, Batho Pele principles and Occupational Health and Safety Act.
- 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 Functions:

- 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 recruitment offices) 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.
- **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 do not have to be certified and original documentation must be produced during the selection process as requested.
- Uncertified copies of an applicant's ID, Senior Certificate and all educational qualifications obtained, proof of Academic Record of qualifications/s from recognized institution (SAQA accredited), service certificates of previous employers stating the occupation, proof of relevant experience in the field of the post and motor vehicle driver's license, must be attached to the application.
- 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.
- Appointments will be made in terms of the South African Police Service Act, 1995 as applicable to the post environment.
- Applicants appointed under the Police Service Act, 1995 will be subjected to a medical assessment by a medical practitioner as determined by SAPS prescripts.
- Applicants appointed under the Police Service Act, 1995 will be subjected to undergo a lateral entry training programme at a SAPS training institution, where applicable.
- Applications must be mailed / submitted timeously. **Late applications will not be accepted or considered.**
- **The closing date for applications is 2022-09-26 at 16:00**
- If a candidate is short-listed, it will be expected of him / her to undergo a personal interview as well as a practical assessment.
- **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 the process.**
- **The Criminal Law (Forensic Procedures) Amendment Act, Act 37 of 2013 requires that all new appointments in the South African Police Service as from 31 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 and reference checking.
- 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.
- The South African Police Service is an equal opportunity, affirmative action employer and it is the intention to promote representivity in the Public Service through the filling of these posts. Persons whose transfer / appointment will promote representivity will therefore receive preference.
- The SAPS application forms can be obtained from any SAPS Recruitment Office within the South African Police Service.

ENQUIRIES:

Lt Col Madlingozi, Tel no (040) 6087157, PPO Nxitywa, Tel no (040) 6087245 and
PPO Du Randt, Tel (040) 6087161

APPLICATIONS POSTED / HAND DELIVERED:

The Provincial Commissioner SAPS, Recruitment & Staffing, Griffiths Mxenge Building, Buffalo Street,
Zwelitsha, 5600

APPLICATIONS SEND BY FAX OR E-MAIL WILL NOT BE ACCEPTED OR CONSIDERED

We welcome applications from persons with disAbilities

