

## JOB DESCRIPTION/JOB MODEL

NAME: Vacant	PERSAL NUMBER

### A. JOB INFORMATION SUMMARY

JOB TITLE	Assistant Manager: Wellness Programme
CORE	Human Resources & Administrative Personnel
JOB LEVEL	Level 9
DATE	20 April 2009
LOCATION	Bisho
COMPONENT	I.E.W.P
POST REPORT TO	Manager
JOB CLASSIFICATION CODE	Middle Management

A. HIERARCHICAL POSITION OF

Senior Manager  
Manager  
**Assistant Manager**  
EAP Practitioner

## JOB DESCRIPTION

To manage and promote the coordination of workplace wellness through wellness management Programme.

## JOB REQUIREMENTS

Educational Requirements: Recognized degree in Social Sciences, RVQ 13 or equivalent.

	Job Discription	
1	<p><b>Facilitate implementation of wellness policy and strategies</b></p> <ul style="list-style-type: none"><li>• Ensure and implement an effective employee Health and wellness administrative function.</li><li>• Implement the employee wellness management operational plan for all employees and stakeholders</li><li>• Provide necessary support to all employee wellness initiatives</li><li>• Develop, coordinate and facilitate implementation of the strategic and operational plan for the employee health and wellness.</li><li>• Review and monitor internal capacities to provide wellness services and take appropriate actions where necessary.</li><li>• Promote and manage individual psychosocial wellness</li><li>• Provide feedback to employees about wellness matters</li><li>• Create environment that is conducive to the referral of employees</li><li>• Create meaning full developmental opportunities for staff</li><li>• Facilitate the management of wellness policy in the districts and Head Office.</li><li>• Provide support with the arrangement of employee health and wellness events</li><li>• Act as a communication link regarding wellness initiatives</li><li>• Ensure communication and reporting to wellness manager</li><li>• Promote employee participation in employee wellness programme</li></ul> <p><b>Promote work life balance</b></p> <ul style="list-style-type: none"><li>○ Promote prevention through Peer Education programme</li><li>○ Conduct awareness and educational campaigns</li><li>○ Facilitate health screening programmes for employees.</li><li>○ Promote and manage individual psychosocial wellness</li></ul>	

	<ul style="list-style-type: none"> <li>○ Promote work life balance</li> </ul>	
2	<p><b>Establish networks for the implementation of wellness programmes</b></p> <ul style="list-style-type: none"> <li>○ Liaise with OTP and other government departments e.g. DPISA.</li> <li>○ Liaise with professional people for referral cases</li> </ul>	
3	<p><b>Provide professional support to employees/managers on</b></p> <p>Facilitate workshops for line managers on identifying troubled employees.</p> <ul style="list-style-type: none"> <li>○ Counsel employees who seek help and make referrals.</li> </ul>	
4	<p><b>Establish prevention, care and support programmes as well as monitoring and evaluation.</b></p> <ul style="list-style-type: none"> <li>● Facilitate establishment and implementation of wellness Committees in the Districts and Head Office.</li> <li>● Encourage employees to access care and support through joining medical aid schemes.</li> <li>● Facilitate the Identification and appointment of peer educators.</li> <li>● Ensure capacity building for peer educators</li> </ul>	

**B. DIMENSIONS OF THE POST**

PERSONNEL BUDGET	EQUIPMENTS VALUE	STORES VALUE	BUILDING BUDGET

**C. PERFORMANCE STANDARDS & INDICATORS** (Based on main objectives)

Performance standard (measurable outputs / end results) <b>MAIN OBJECTIVES</b>	Indicator (Indicating how well / if standards were achieved)
<b>Facilitate implementation of wellness policy and strategies</b>	<ul style="list-style-type: none"> <li>● Policies</li> <li>● Guidelines</li> <li>● Standard Operating Procedures (SOP's)</li> <li>● Monitoring tool</li> </ul>
<b>Promote work life balance</b>	<ul style="list-style-type: none"> <li>● Trained Peer Educators</li> <li>● Number of campaigns conducted</li> </ul>
<b>Establish networks for the implementation of wellness programmes</b>	<ul style="list-style-type: none"> <li>● Number of reports processed</li> <li>● Filing system</li> </ul>
	<ul style="list-style-type: none"> <li>● Number of meetings attended</li> <li>● Reviews on strategies</li> </ul>
<b>Provide professional support to employees/managers</b>	<ul style="list-style-type: none"> <li>●</li> </ul>

<b>Establish prevention, care and support programmes as well as monitoring and evaluation.</b>	•

**G. OUTPUTS PROFILE**

Key customers	Requirements	Outputs
Manager	Report on progress / planning input	<ul style="list-style-type: none"> <li>• Monthly reports</li> <li>• Implementation of relevant policies</li> <li>• Render Related services</li> <li>• Service reports</li> <li>• Routine reports and notes</li> <li>• Protocols</li> </ul>
Departmental staff/ colleagues	Teamwork, liaising, information-sharing to optimize E. services rendered Good communication Feedback, referrals	<ul style="list-style-type: none"> <li>• Routine memos and notes</li> <li>• Technical guidelines</li> <li>• Statistics</li> </ul>
Multi disciplinary staff members	Using multidisciplinary team to render support to the EWP management, Co-operation, support, referral	<ul style="list-style-type: none"> <li>• Referral reports / file notes</li> <li>• Regular meetings minutes</li> </ul>

**H            COMPETENCY PROFILE**

Knowledge	Skills	Personal attributes	Learning field
Knowledge of Departmental Core Business Management and Public Service Legislation, Regulations and Policies.	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Policy Formulation Skills	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive; compassion, empathy, patience	Understanding of the relevant Acts/prescripts and legislations
Knowledge in the application of IEWP related Systems	Good Communication skills; Report writing skills; Facilitation skills; Co-ordination skills; Liaison skills; Networking , Decision-making skills, Analytical thinking,	Responsiveness; Pro-activeness; Professionalism; Accuracy; Flexibility; Independent; Co-operative; Team player; supportive compassion, empathy, patience;	National Diploma/Degree in the relevant Qualification (3yrs)  Two to Five years experience required  Training in ethics  Ability to collect and collate data  Demonstrative ability to apply IEWP. for planning, ability to work under pressure;  Continuous professional and ethical behavior

**I. INDIVIDUAL DEVELOPMENT PROGRAMME (PRIORITY)**

\*\*\*\* IT WOULD DEPEND ON THE INDIVIDUAL DEVELOPMENT PRIORITIES

**J. CAREER PATHING**

J.1 PROMOTION TO THE NEXT HIGHER POST

1. Next higher post : Manager
2. Nature of work in next higher post: -As required in the higher post

**K. AMENDMENTS TO THE JOB DESCRIPTION**

- The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she deem reasonable in terms of changes in the job content in line with the strategic objectives of the Department, after due consideration with the postholder.

**L. PERFORMANCE INSTRUMENTS**

- The performance instrument of the postholder, should be read as an extension of this job description.

**M. JOB DESCRIPTION AGREEMENT**

- We, the undersigned agree that the content of the completed Job Description/Job Model gives an accurate outline and picture of the job as expected from the incumbent in this job:

SUPERVISOR: N. Javu	JOB INCUMBENT:
RANK: Manager	RANK: Assistant Manager
DATE:	DATE:
ACCEPTED	SIGNATURE:
Additional comments/proposed time of revision of this job description: - only if there are changes in the job content.	
Date of revision:	