



LOCAL MUNICIPALITY OF LEKWA

The Lekwa Local Municipality with its seat in Standerton, invites applications from qualified, motivated and innovative individuals for the following position to become part of and join a dynamic and growth orientated Local Authority

INTERNAL/EXTERNAL ADVERTISEMENT
DEPARTMENT: CORPORATE SERVICES (PERMANENT)
POSITION: EMPLOYEE HEALTH AND WELLBEING PRACTITIONER
LOCATION: STANDERTON
Reference number: MP305/CS/EHWP/01
Salary: R604 855.48 per annum. Task Grade 14

Minimum Requirements

- o Grade 12
- o B degree in Social work/Industrial psychology/Public Health
- o Sound knowledge of OHSA, Act85 of 1993, Mental Health Care Act, Act 17 of 2002, COIDA, Employee Health and Wellness Strategic Framework for the Public Services
- o Valid knowledge and experience in Employee Assistance Programmes, Occupational Health and Safety, Wellness Management and Employee Health Programmes will be added advantage.
- o Certificate in Employee Assistant Programme or Certificate in Risk Management and Incident Investigation or Certificate in SHEMTRAC/SAMTRAC will be an added advantage.
- o 3-5 years' relevant experience
- o Excellent written and verbal communication skills.
- o Advance computer software (MS Word, Excel, PowerPoint)
- o The incumbent must have a valid driver's licence or have the drivers' licence within 12 months of employment.

Key Performance Areas

- o Develop, implement and coordinate Employee Health and Wellness programmes.
- o Manage and oversee the Employee Assistance Programme (EAP) & Occupational Health and Safety and maintain liaison with service providers.
- o Establish and coordinate the Employee Health and Wellness Advisory Committee.
- o Provide support, guidance and supervision on employee wellness cases and interventions.
- o Develop, implement and review Occupational Health and Safety policies, procedures and frameworks.
- o Monitor compliance with Occupational Health and Safety legislation and related regulations.
- o Conduct workplace inspections, risk assessments and identify occupational health and safety hazards.
- o Coordinate accident, incident and near-miss investigations and ensure statutory reporting.
- o Monitor and analyse OHS performance indicators and implement corrective measures.
- o Facilitate the effective functioning of Occupational Health and Safety Committees.
- o Coordinate emergency preparedness, fire safety, first aid and personal protective equipment (PPE) compliance programmes.
- o Conduct health, wellness and safety awareness campaigns and training programmes.
- o Develop and review Employee Wellness, EAP and OHS policies.
- o Compile and submit monthly, quarterly and annual wellness and OHS reports.
- o Maintain accurate records, registers and documentation relating to employee health and safety.
- o Participate in internal and external audits, risk assessments and compliance reviews.
- o Manage and monitor the Employee Health and Wellness and OHS budgets.
- o Procure wellness and safety-related services in accordance with Supply Chain Management policies.
- o Supervise and manage subordinate staff and coordinate performance management processes.
- o Ensure compliance with institutional policies, procedures and performance management requirements.

Inherent requirements

• Excellent communication and interpersonal skills • Ability to maintain confidentiality and professionalism • Strong planning, organising and reporting skills • Sound analytical and problem solving abilities • Ability to work independently and under pressure • Strong leadership, coaching and mentoring skills • High level of accountability and ethical conduct • Team orientation and customer service focus • Attention to detail and ability to manage sensitive employee matters.

Please Note:

1. Interested internal applicants meeting the requirements are requested to forward an application form, comprehensive Curriculum Vitae, together with originally certified copies of qualifications and identity documents to **The Acting Municipal Manager (Attention Human Resource) PO Box 66, Standerton, 2430** or hand-deliver such at the **Lekwa local Municipality Administrative Building, Corner Dr Beyers Naude and Mbonani Mayisela Street, Standerton.**
2. Faxed or e-mailed applications will not be considered.
3. Correspondence will only be entered into with the shortlisted candidates. Applicants who have not been contacted within sixty (60) days of the closing date should consider their applications unsuccessful.
4. Lekwa Local Municipality serves the right not to make any appointment.
5. The submission of an application gives Lekwa Local Municipality the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include current and previous employers, criminal record as well as academic institutions.
6. Canvassing Councillors or officials or the appointment is strictly prohibited and will automatically disqualify the applicant.

7. People from previously disadvantaged groups and people with disability are encouraged to apply [♿](#).
8. The application for employment form obtainable from the Lekwa Local Municipality website at www.lekwalm.gov.za must be completed.
9. For further enquiries please contact the Human Resources Administration Officer, Ms. P. Lubisi at plubisi@lekwalm.gov.za or 017 712 9819

Notice: 32/2026

Closing date for applications: 17 August 2026



ACTING MUNICIPAL MANAGER
T. MTSHISELWA