JOB OPPORTUNITY

VACANCY ALERT

Joburg

a world class African city

@CityofJoburgZA

@CityofJohannesburg

CityofJoburg



WE HAVE AN EXCITING CAREER OPPORTUNITY FOR:

PERMANENT POSITION:

SPECIALIST: EMPLOYEE WELLNESS PROGRAMME

APPLICATION REQUIREMENTS

- Complete the online job application form and attach all relevant and updated documents (Certified Qualification/s/Certificates, ID, and CV).
- Applicants should take note that they can be required to provide proof of original documents during the selection process.
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide a membership number and expiry date.
- If you are an internal applicant, your employee number will be required.
- Applicants are advised to use Google Chrome when applying for CoJ positions.

DISCLAIMER

- The City of Johannesburg is currently recruiting and will not demand payment in any form for any job placement. All vacancies are advertised in newspapers and on the CoJ website.
- The City of Johannesburg applies the principles of employment equity as per the National legislation and policy guidelines and will consider designated groups in line with these requirements. We are an equal-opportunity employer.
- By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process.
- However, registering your CV and/or receipt and acknowledgment of any kind shall not be an indication that your application will be successful and/or lead to employment.
- The City of Johannesburg shall not be liable for any damage, loss, or liability of whatsoever nature arising from your use of the job opportunity section of this website.
- The City of Johannesburg reserves the right not to make an appointment.
- Applications, which have not been responded to within 6 weeks of closing date, should be regarded as unsuccessful
- Any misrepresentation or failure to disclose material information on the application form or CV will automatically disqualify your application.

VACANCY CIRCULAR
090/2026
City of Johannesburg

Publication Date:
Friday, 30 October 2026

Closing Date:
Friday, 13 November 2026

This Vacancy is open to Employees of the City of Johannesburg and External Applicants

JOB OPPORTUNITY

VACANCY ALERT

Joburg
a world class African city

@CityofJoburgZA
@CityofJohannesburg
CityofJoburg

SPECIALIST: EMPLOYEE WELLNESS PROGRAMME

DEPARTMENT:	Group Corporate and Shared Services
BRANCH:	**Group Human Capital Management**
DESIGNATION:	**Specialist: Employee Wellness Programme**
REMUNERATION:	R52 144.69 pm (basic salary, excluding benefits)
LOCATION:	100 Carr Street, Nedbank Building, Newtown

Minimum Requirements:

- A degree in BA (Social Work) at NQF level 7, certificate in EAP, registration with South African Council for Social Service Professions (SACSSP);
- 8 years' relevant experience of which 3 years must be at a supervisory level;
- Valid driver's license.

Primary Function:

To manage and facilitate the provision of Employee Assistance Programme (EAP) services to employees and Councilors through the implementation of preventative, educational, remedial and psychosocial interventions aimed at promoting employee well-being, addressing psychosocial risks, minimizing productivity loss and facilitating the restoration of employees to optimal levels of functioning and work performance.

Key Performance Areas:

- To develop short- and long-term strategies and outline tasks and schedules to execute EAP programmes;
- To keep confidential records associated with the administrative and reporting requirements of the profession.
- To maximize return on human capital investment through value adding interventions to improve organizational performance.;
- To facilitate and give directions to the smooth running of the programme;
- To plan and guide project processes from the start to finish.
- To manage risks and identify organizational employees' needs.
- Implement communication strategies aimed at creating awareness of services rendered.
- Implementation of psychosocial interventions for the COJ employees, their immediate family members and councilors.

Leading Competencies:

- Ability to function under stress;
- Time management;
- High level of confidentiality and people management;
- Collaborative/Teamwork;
- Value and Integrity;
- Attention to detail and quality focused;
- Customer and Service Delivery Management (Batho Pele) Ethics;
- Practice professionalism.

JOB OPPORTUNITY

VACANCY ALERT

a world class African city

@CityofJoburgZA
@CityofJohannesburg
CityofJoburg

Core Competencies:

- Analytical mind and lateral thinking;
- Diplomatic assertive way of functioning;
- Extensive travelling and extended working hours.
- Computer literacy (Microsoft Word and Excel);
- Good communication (verbal and written);
- Coordinating skills;
- Presentation;
- Facilitation skills.

"All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements. Preference will be given to previously disadvantaged groups including those with disabilities. Appointments will be made in accordance with the approved Employment Equity Plan to promote its equitable representation in terms of race, gender, and disability."

Please take note that only online applications will be considered. Please apply by using the following link below:

TIPS FOR CANDIDATES - https://joburg.org.za/work_/Pages/2026-Vacancies/Tips-For-Job-Applicants.aspx

https://share.hsforms.com/17gRCb2bLR7q91lWD7kg75g469tl

APPLY ONLINE VIA THIS LINK: www.joburg.org.za

JOB OPPORTUNITY

VACANCY ALERT

a world class African city

@CityofJoburgZA
@CityofJohannesburg
CityofJoburg

ENQUIRIES ONLY:
Contact Person: Lindokuhle Cele
Email Address: LindokuhleC@joburg.org.za (*The contact email address provided in this advertisement is strictly for enquiries only. Applications submitted via email, including CVS, qualifications, or any other supporting documents, will not be accepted or considered. All applications must be submitted through the application link provided in the advertisement*

CLOSING DATE: FRIDAY, 13 NOVEMBER 2026

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. In terms of the Talent Acquisition Policy of the City of Johannesburg, you hereby consent to the following risk checks should your application be shortlisted:

- Credit Record,
- CV validation and Employment record verification,
- Criminal check, and
- Identity validation.