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Eswatini Water & Agricultural Development Enterprise

Vacancy – Wellness Officer

The following vacancy has become available at ESWADE Head Office. Suitable candidates are invited to apply.

Job Title:	Wellness Officer
Location	Head Office
Reporting to:	Human Resources and Administration Manager
Objective:	This position is responsible for coordinating, planning, implementing, and maintaining the overall ESWADE wellness function across all projects.
Duties and Responsibilities	<ul style="list-style-type: none"> ✓ Review the existing ESWADE wellness program with a view to creating a more vigorous and effective program. ✓ Responsible for developing, planning, marketing, and implementing company-wide wellness initiatives and or programs. ✓ Provide a professional and supportive link to sick team members, the medical team, insurance and monitor appropriate return to work programs. ✓ Responsible for gathering and analysing data to measure the success of wellness programs and or initiatives. ✓ Make budget recommendations to HR&A Manager regarding wellness initiatives/programs. ✓ Integrate wellness/fitness program initiatives into the ESWADE culture. ✓ Develop relationships with external stakeholders and service providers to leverage the medical plan for wellness initiatives. ✓ Compile an annual comprehensive report that outlines the financial impact of the wellness program. ✓ Assist in the ESWADE onboarding program by enrolling new employees to the M.A. ✓ Collate, analyse, interpret, evaluate, and present data regarding health and wellbeing activities for reporting and decision-making purposes. ✓ Prepare monthly, quarterly, and Annual reports on the wellness function.

<p>Qualifications, Skills, Experience</p>	<ul style="list-style-type: none"> ▪ Have a Bachelors’ Degree in Psychology/ Industrial Psychology or equivalent. ▪ Certificate in health care management or health promotion would be advantageous ▪ Minimum three (3) years’ experience in implementing employer - based wellness programs. ▪ Proven record of dealing with occupationally related sicknesses ▪ Ability to deal with confidential information is a MUST ▪ Knowledge of and ability to calculate ROI in relation to wellness interventions ▪ Provide a professional and supportive link to sick team members, the medical team, insurance and monitor appropriate return to work programs.

Written applications and academic certificates are to be sent to the Human Resources Office through: recruitment@eswade.co.sz or hand delivered to the Human Resource and Administration Office in Mbabane, Sincephetelo MVA Building, 3rd Floor, Mbhilibhi Street. Closing date for applications is the **4th October, 2021 at 1630 hrs.** Late applications shall not be considered.