

**(LOCAL NEWSPAPER (KLERKSDORP RECORD/LENTSWE))**

**DIRECTORATE: CORPORATE SUPPORT**

**UNIT: HUMAN RESOURCES MANAGEMENT & DEVELOPMENT**

**POSITION: EMPLOYEE ASSISTANT PRACTITIONER**

**Salary**

- R276 564.00 – R314 556.00 per annum (Level 10)

**Qualifications**

- Grade 12
- B Degree in Social work or Clinical Psychology

**Experience**

- 1 - 3 years' experience in Employee Assistance Programme development and Management

**Requirements**

- Computer literacy
- Valid Code B driver's license
- Registered with an appropriate Professional Board
- Proven ability to demonstrate conceptual, analytic and interpersonal skills within an Occupational Social work milieu
- Proven record of programme design, implementation and programme marketing skills

**Key Performance Areas**

- Develops the EAP Policy and implementation for Matlosana City Municipality by reviewing and evaluating the policy within the professional parameters to improve the service delivery and reduce costs to the Municipality
- Plans the treatment strategies for the psycho-social needs for employees and groups within the municipality
- Design programmes for possible treatment by consulting with employees to promote EAP within the municipality
- Offers individual counselling to employees by assessing, diagnosing psychological problems
- Facilitates change within the individual by adhering to the professional code of confidentiality
- Develops and presents training modules for the promotion of EAP to address issues, concerns and problems within the municipality
- To increase the number of employees to assist when traumatic event occurs
- To provide utilization trend and tendencies to indicate the wellbeing of employees within the municipality.

**CLOSING DATE: 17 September 2025**

Prescribed application form is available. Failure to complete prescribed form will be disqualified.

The following documents should be attached: Certified copies of original documentation of

- ID Document,
- Qualifications,
- Training Certificates and
- Driver's license (where applicable) and must be attached to the CV and failure to submit certified copies will render your application unsuccessful.

**Also note that:**

- Faxed or e-mailed CVs will not be considered.
- Copies of certified documents will also not be considered.

Interested Candidates are requested to submit complete Curriculum Vitae at the Human Resource Services Section, Room 15, Ground Floor, Civic Centre, Cnr Bram Fischer and OR Tambo Street, Klerksdorp. Alternatively, CV's may be mailed to: Recruitment Section, HR Department, P.O. Box 99, Klerksdorp, 2570. Shortlisted candidates (if necessary) will be subject to a security clearance conducted by National Intelligence Agency. Enquiries can be made with Mr. MV Toli/ IE Modise/ Ms. N Madona/ Mr. S Khata on 018 487 8094/ 8532. Suitably qualified and/or experienced persons with disabilities are encouraged to apply. The City of Matlosana is an Equal Opportunity Employer.

If you have not been contacted by the City of Matlosana within 3 months, you may accept that your application was unsuccessful.

**CIVIC CENTRE  
PO BOX 99  
KLERKSDORP  
2570**

**MS. L SEAMETSO  
MUNICIPAL MANAGER**

**NOTICE NO. 38/2025**