

Career Opportunity Internal & External Advert

Bokoni Platinum Mines is a mining operation situated in the Eastern Limb of the Bushveld Complex.

Applications are invited from suitably qualified and experienced persons for the position of **Wellness Coordinator**. The position will be based at Bokoni Platinum Mines at Atok (Fetakgomo Tubatse Local Municipality, Sekhukhune District Municipality in Limpopo).

Wellness Coordinator C5

Purpose of the Job:

The successful candidate will be responsible for coordination and implementing employee wellness initiatives, Employees Assistance Programmes (EAP), health promotion campaigns and related to injury on duty (IOD), occupational diseases and medical incapacity and related wellness interventions. These initiatives will support employee wellbeing, engagement, productivity, and overall organisational performance.

Job Requirements:	• National Diploma or Degree in Social Work, Nursing, Psychology, Occupational Health, Counselling, Humans Resources, Wellness Management, or a related field • Registration with the South African Council for Social Service Professions (SACSSP), Health Professional Council of South Africa (HPCSA), or another relevant professional body will be advantageous • Minimum of 5years' experience in employee wellness, employee assistance programmes (EAP), counselling, occupational health, or a related field, preferably within the mining industry • Sound understanding of Employee Assistance Programme, wellness best practices, relevant labour legislation and wellness-related regulatory requirements • Experience in working with regulatory stakeholders • Valid driver's licence
Job Responsibilities (will include the following but not limited to):	• Promote a culture of health, wellness, inclusion and employee care throughout the operation • Facilitate access to counselling, psychosocial support and referral services for employees, contractors and their dependents • Promote mental health awareness and wellbeing initiatives across the mine • Coordinate wellness campaigns, health screenings, awareness days and educational programmes • Provide support and intervention for employees experiencing personal, family, financial, or workplace-related challenges • Maintain confidential employee wellness records and reports • Develop and implement wellness calendars aligned to legislative and business requirements • Liaise with healthcare providers, service providers and community stakeholders • Conduct wellness needs assessments and recommends appropriate interventions • Support absenteeism management and employee rehabilitation programmes • Coordinate HIV/AIDS, TB, substance abuse and chronic disease management awareness initiatives • Monitor programme effectiveness and compile monthly and quarterly wellness reports • Ensure compliance with relevant legislation and company wellness policies

	• Coordinate and administer the Employee Wellness Programme (EWP/EAP) • Manage the return to work and rehabilitation programmes • Liaison and co-ordination with external stakeholders
Personal Attributes:	• Strong interpersonal, counselling, communication and facilitation skills • High ethical standards, confidentiality, emotional intelligence and empathy. • Ability to engage effectively with a diverse workforce. • Strong planning, coordination, report writing, and analytical skills. • Problem-solving ability and capacity to work independently or within a multidisciplinary team.

Interested applicants are invited to apply on our B-Connect WhatsApp system at 060 014 4225 and follow the prompts by no later than the 31 July 2026. Kindly note that no hand submission will be accepted. Please attach:

- Comprehensive updated CV
- Certified ID copies
- Certified copies of all qualifications

Equity Statement:	Preference will be given to suitably qualified Applicants from designated groups in line with the Employment Equity Plan and/or Compliance Targets of the Organisation.
POPIA Disclaimer:	By sending your CV to the email address on this advertisement you agree to: • The processing of your personal information and sharing it with third parties for verifications. • The exercising of your rights provided for by POPIA. • To acknowledge that Bokoni Platinum Mines will keep the record of your personal information confidential.