

## **EMPLOYEE WELLNESS COORDINATOR**

### **Job Purpose**

Reporting to the Director, Human Resources and Administration, the successful candidate will be responsible for developing, implementing and evaluating health and wellness programs aimed at fostering a positive workforce culture, promoting a healthy working environment and ensuring a productive workforce.

The incumbent will be responsible for, among others, the following:

- Design, develop, deliver and evaluate Health & Wellbeing interventions that address workload, stress and burn-out; support work-life balance; and manage mental health issues (e.g. staff networks, presentations, training, events, workshops / counselling services) in support of the Authority's people strategies.
- Raise awareness on key health topics, as well as the tools and support offered by the Authority which may include but not be limited to educational campaigns, behavior change programming, health assessments and screenings and wellness events.
- Establish and maintain effective professional internal and external relationships that will help in advancing wellness initiatives, streamline communication and increase engagement in the workplace.
- Identify and work with experts such as health care professionals and wellness service providers to deliver wellbeing programs and collate data relating to performance of such programs for reporting.
- Analyse data to measure the impact of wellness programs on absenteeism and turnover, productivity, and morale.
- Analyse and report on current and predicted trends in order to develop and/improve plans which support staff wellbeing interventions.
- Contribute to the development and maintenance of the Health and Wellbeing policies to ensure the Authority meets statutory requirements and international best practices in organisational health.

### **Key Competencies:**

- Excellent Interpersonal and Communication skills
- Excellent Planning and Organisational skills
- Integrity and openness
- Developing self and others
- Managing processes
- Dedication
- Delivering service
- Accountability
- Decision making
- Stakeholder management
- Flexibility and managing change

### **Academic Qualifications and Experience:**

The ideal candidate must meet the following criteria:

A Degree in Public Health, Social Work, Psychology or related field.

At least 3-5 years of experience in developing or coordinating health and wellness initiatives that promote and support proactive wellbeing.

Experience in the health care or regulatory environment is preferred.

### **To apply:**

Interested candidates should submit their application letter addressed to the Chief Executive Officer, detailed curriculum vitae (CV), certified copies of academic certificates and their Identity Document (ID) to:

**[recruitment@cgpcconsultants.com](mailto:recruitment@cgpcconsultants.com)**

Subject Email: Employee Wellness Coordinator

Application closing date: **17<sup>th</sup> October 2025**

**Only shortlisted candidates will be responded to**