

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 30 April 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act(POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

POST 13/12 : **SENIOR MANAGER: MEDICAL SERVICES (NON-CLINICAL) REF NO: HR4/4/7/30**
Re-advertisement

SALARY : Grade 1: R1 422 810 – R1 576 977 per annum, (OSD)
Grade 2: R1 623 609 – R1 853 529 per annum, (OSD)
Grade 3: R1 826 139 - R2 212 680 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Mpumalanga
	:	MBChB/ MBBCh/ MD/ MBBS Degree or equivalent qualifications. DoH/ DOHM/ DOccMed or equivalent. Valid driver's license. A minimum of 10 years' appropriate experience as a Medical Officer after registration with the (Health Professions Council of South Africa) HPCSA as a Medical Practitioner. Knowledge: Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoeL and Fund regulations, policies and procedures, Fund Value, PFMA, National Treasury Regulations, Promotion of Access to Information Act, PAJA. Skills: Strategic Capability and Leadership, People Management and Empowerment, Client Orientation and Customer Focus, Required Technical proficiency, Business Writing Skills, Analytical thinking, Decision making, Communication (verbal and written), Customer Focus and Responsiveness, managing inter-personal conflict and Problem solving, Planning and organising.
<u>DUTIES</u>	:	Manage the compensation process with necessary medical expertise. Provide guidance to decentralised medical services in provinces. Develop policies and procedures on medical services. Management of resources in the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Rev MG Sibanyoni Tel No: (013) 655 8700
	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-MP-COID@LABOUR.gov.za
<u>POST 13/13</u>	:	<u>DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/7/27</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum, (all- inclusive)
	:	Mpumalanga Provincial Office
	:	Three (3) year tertiary qualification (National Diploma NQF6)/ (Undergraduate Bachelor Degree (NQF 7) in Operations Management/Operational Research/Public Management/ Business Administration/ Public Relations Administration/ Public Administration /Administration Management/ Finance. Valid driver's license. Five (5) years' experience of which three (3) must be functional experience in Unemployment Insurance Operations environment and two (2) years must be management experience. Knowledge: Public Service Regulation (PSR), Unemployment Insurance Fund and Contribution Act, Public Finance Management Act (PFMA), Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR). Skills: Leadership, Management, Report writing (Advance), Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.
<u>DUTIES</u>	:	Manage Employer Services functions in the province. Manage assessment, services and local appeals and complaints, Monitor the provision of Generals Support and Registry Services. Manage the provision of comprehensive financial administration in the province. Manage resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms E Baholo Tel No: (013) 655 8700
	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MP-BS@LABOUR.gov.za
<u>POST 13/14</u>	:	<u>SPECIALIST: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/25/04/02HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 059 105 per annum, (all- inclusive)
	:	Head Office, Pretoria
	:	Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Environmental Health/ Chemical Engineering/ Occupational Health/ Hygiene or BSc with Occupational Hygiene Modules. A Valid driver's license. Registration as an Occupational Hygiene Assistant or Occupational Hygiene Technologist with the recognised Professional Body (the Southern African Institute for Occupational hygiene) is compulsory. Five (5) years' experience of which two (2) years at the Middle Management level and three (3) functional experience in Occupational Health and Hygiene Services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, COIDA UIA UI Contribution Act. Skills Development Act Employment Equity Act ISO 14001. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal,

- Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project management.
- DUTIES** : Provide inputs into development of Health and Hygiene Policies and ensure the implementation OHS strategy for the Department of Employment and Labour in terms of OHS Act, Regulations and Standards. Conduct complex inspections for Health and Hygiene regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Health and Hygiene. Provide support for enforcement action, including preparation of reports for legal proceedings. Manage the resources and monitor performance of staff within the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms B Huna Tel No: (012) 309 4407
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ12@labour.gov.za
- POST 13/15** : **SPECIALIST: ELECTRICAL ENGINEERING REF NO: HR4/25/04/03HO**
- SALARY CENTRE REQUIREMENTS** : R1 059 105 per annum, (all- inclusive)
: Head Office, Pretoria
: Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Electrical Engineering. A Valid driver's license. Five (5) years' experience of which two (2) years at the Middle Management level and three (3) functional experience in Electrical Services. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, COIDA, UIA, UI Contribution Act, Employment Equity Act, ISO 14001 and 18001. Skills: Facilitation and Presentation, Planning and organizing, Computer literacy, Interpersonal relations, Problem solving, Interviewing, listening and observation, Innovative, Analytical, Research, Project management.
- DUTIES** : Provide inputs into the development and implementation of Electrical Engineering policies and strategy for the Department of Employment and Labour in terms of OHS Act and Regulation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Electrical Engineering Sector. Provide support for enforcement action, including preparation of reports for legal proceedings. Manage the resources and monitor performance of staff within the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Mr JP Malatse Tel No: (012) 309 4391/2
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ14@labour.gov.za
- POST 13/16** : **DEPUTY DIRECTOR: INVESTMENT REF NO: HR4/4/3/2DDI/UIF**
- SALARY CENTRE REQUIREMENTS** : R896 436 per annum, (all -inclusive)
: Unemployment Insurance Fund, Pretoria
: An undergraduate qualification at NQF Level 6 as recognized by SAQA in Investment Management/Accounting/ Finance Five (5) years working experience in investment/ Finance Management of which two (2) years must be functional experience in investment and three (3) years at Assistant Director/ Junior Management level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Investment Cooperation Act (PICA). Investment markets and portfolio management. Generally Accepted Accounting Practices (GAAP). International Financial Reporting Standards. Generally Recognized Accounting Practices (GRAP). Skills: Leadership. Management. Computer Literacy. Communication. Time Management. Planning & Organization. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation skills.
- DUTIES** : Monitor investment management services. Manage investment accounting and disclosure services. Monitor investment risk management services. Manage resources.
- ENQUIRIES APPLICATIONS** : Ms ASC Fourie Tel No: (012) 337 1520/1599
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF9@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF.

<u>NOTE</u>	:	Coloured Males, Coloured Females, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.
<u>POST 13/17</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING MONITORING AND EVALUATION REF NO: HR4/4/3/2DDSPME/UIF (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum, (all -inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6/7 and recognized by SAQA in internal Audit/ Forensic Audit/ Economics/ Accounting/ Accounting Science/ Commerce/ Development Studies/ Social Sciences /B Tech in Human Resource Management/ Actuarial Science/ Public Administration. Five (5) years' experience of which two (2) years must be functional and three (3) years at Assistant Director level in Strategic Planning, Monitoring and Evaluation environment. Knowledge: Policy Framework for the Government-Wide Monitoring and Evaluation System. Monitoring and Evaluation platform / Principles. Monitoring and Evaluation Systems. Research Methodology Public Finance Management Act (PFMA). Public Service Act (PSA). Public Service Regulations (PSR). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Framework for Managing Program Performance Information. Revised Framework and guidelines for developing Strategic Plan, Annual Performance Plan and Operational Plans. Treasury Regulations. Public Audit Act. Skills: Analytical. Financial Management. Report Writing. Project Management. Risk Management. Diversity Management Computer Literacy. Communication. Monitoring and Evaluation Platform. Research Methodology. Problem Solving and Decision Making.
<u>DUTIES</u>	:	Develop and maintain appropriate governance to support the Fund's strategy development process. Manage the implementation of monitoring and evaluation framework. Evaluate and analyse service delivery. Manage Resources Human, Finance, Equipment / Assets).
<u>ENQUIRIES</u>	:	Mr TJ Molema Tel No: (012) 337 1673
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF.
<u>NOTE</u>	:	Coloured Males, Coloured Females, White Males, Indian Males, White Females are encouraged to apply.
<u>POST 13/18</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: HR 5/1/2/3/2</u>
<u>SALARY</u>	:	R896 436 per annum, (all -inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification (on NQF Level 6) in Strategic Management/ Business Administration/ Business Management/ Public Management. 5 years' functional experience in strategic planning environment on Assistant Director level or entry management level. Knowledge: Compensation Fund, policies and procedures Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Risk Management and Fund Governance. Strategy planning models processes and techniques. COIDA. POPIA. Public Service Regulations Act. Public Service Regulations. Legislative Requirement: PFMA. National Treasury Regulations. Skills: Communication skills- Both Written and Verbal. Required IT Skills. Decision making. Planning and organising. Service delivery innovation. People and Performance Management. Gathering of performance data.
<u>DUTIES</u>	:	Manage the facilitation and development of the Compensation Fund strategies and Operational plan. Manage the implementation of the Compensation Fund strategies and Operational plans. Advising Province on planning related issues. Manage the evaluation process related to programmes/ Projects of the Compensation Fund. Manage all the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Mr MJ Ledwaba at 072 591 9784
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications to: Jobs-CF2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 13/19 : **DEPUTY DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/3**

SALARY CENTRE REQUIREMENTS : R896 436 per annum, (all -inclusive)
: Compensation Fund, Pretoria
: Three (3) year tertiary qualification (on NQF Level 6) in Forensic Investigations/ Commerce/ Law/Criminal Justice. Post Graduate Degree relevant for the above will be an advantage. 5 years' functional experience in investigation on crime or in anti-corruption environment of which 2 years as Assistant Director level or entry management level. Knowledge: Compensation Fund regulations, policies and procedures. Fund Governance and Risk Management. Financial and budgeting management. Customer service principles (Batho Pele Principles). Criminal Law, Criminal procedures and law of evidence. Understanding of risk management and audit practices. Investigation methods and techniques. Understanding of Fraud and corruption processes. COIDA. Public service regulations. Promotion of Access to Information Act. Legislative Requirement: National intelligence Act. Protection of Information Act. Criminal procedure Act. PFMA. National Treasury Regulations. Skills: Communication skills (verbal and written). Client orientation and customer focus. Programme and project management Strong analytical skills. Conflict management. Planning and organising. Problem solving. Computer literacy.

DUTIES : Develop and manage the implementation of fraud investigation policy and strategy. Manage the investigations of alleged fraud, corruptions cases and serious maladministration within the Fund. Provide progress on the investigations case register implementation. Establish and maintain relationship with internal and external stakeholders. Manage all resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Ms S Fakir Tel No: (012) 406 5723
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications to: Jobs-CF2@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 13/20 : **ASSISTANT DIRECTOR: PENSION PAYMENT REF NO: HR 5/1/2/3/4**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Compensation Fund, Pretoria
: National Diploma/Degree (on NQF Level 6) in Finance. 2 years' functional experience on pension or payroll administration environment. 2 years' supervisory experience. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Legislative Requirements: COIDA. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to information Act. Skills: Planning and Organizing. Communication skills-Both Written and Verbal. Decision making. Budgeting and Financial Management. Planning and organizing. Managing inter-personal conflict and resolving problems. Risk Management and Fund Governance. Analytical Technical Proficiency. Business Writing Skills. Data and records management.

DUTIES : Provide inputs into the Pension payment policy. Approve pension payments and monitor correct banking details database. Release pensions payments for both local and foreigners' pensioners. Establish and maintain relations with stakeholders.

ENQUIRIES APPLICATIONS : Ms Y Tshidada Tel No: (012) 319 5881
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications to: Jobs-CF12@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

<u>POST 13/21</u>	:	<u>ASSISTANT DIRECTOR: UI OPERATIONS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R582 444 per annum Provincial Office: Free State-Ref No: HR4/4/8/912 (X1 Post) Labour Centre: Gqeberha- Ref No: HR4/4/1/102 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualifications (NQF Level 6) In Operations Management/ Public Management/ Business Administration/ Public Administration/ Administration Management/ Public Relations Management/ Financial Management. Valid Driver licence. Four (4) years' experience of which two (2) must be functional experience in Operations environment and two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations. Basic Conditions of Employment Act (BCEA). Public Service Regulation (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). Skills: Communication (Both verbal and written). Computer. Time Management. Customer Relations. People Management. Report Writing Supervisory Skills.
<u>DUTIES</u>	:	Facilitate the employer services function in the province. Coordinate the provision of assessment, validation and adjudication of claims. Facilitate registry services in the province. Coordinate Local appeals and complains in the province. Coordinate General Support. Manage resources in the Unit.
<u>ENQUIRIES</u>	:	Ms N Zama Tel No: (051) 505 6276 Mr M Ngqolowa Tel No: (041) 506 5116
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-fs3@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, Free State Deputy Director: Labour Centre Operations, Private Bag X 6045 Gqeberha 6000, Hand deliver at VSN Centre 116 – 134 Goven Mbeki Avenue Gqeberha,6000. Email: Jobs-EC6@labour.gov.za
<u>POST 13/22</u>	:	<u>ASSISTANT DIRECTOR: COIDA (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R582 444 per annum Labour Centre: Mafikeng Ref No: HR4/4/02/01(X1 Post) Labour Centre: Durban Ref No: HR/4/4/5/36 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year (3) tertiary qualification (NQF6) in Public Management/ Business Management/ Public administration/ Business Administration/ Administration Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/ Auditing/ HRM/ Nursing. Four (4) years functional experience in a claims / medical Insurance processing environment of which two (2) years is supervisory experience in processing environment. Knowledge: COIDA Guidelines on application of COID (for government departments) Public Service Act. Public Service Regulation. PFMA and Treasury regulations. Del and Compensation Fund business strategies and goals. Basic Conditions of Employment Act (BCEA). Compensation Fund Value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Services (Batho Pele Principles). Technical Knowledge. Skills: Leadership. Financial Management. Change Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Decision Making. People Management and Empowerment (including developing others). Communications (written and verbal). Risk Management. Computer Literacy. Business Writing. Client orientation & customer focus. Conflict Management.
<u>DUTIES</u>	:	Facilitate the processing of Compensation claims benefits within COID processing Office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
<u>ENQUIRIES</u>	:	Mr S Shongwe Tel No: (018) 387 8100 Mr SA Mchunu Tel No: (031) 336 1500(Durban)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho or Email: Jobs-NW1@LABOUR.gov.za Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade, 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban or Email to <a 484="" 511="" 926="" 943"="" data-label="Page-Footer" href="mailto:Jobs-</td> </tr> </table> </div> <div data-bbox="> <p>18</p>

KZN7@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

- POST 13/23** : **PRINCIPAL INSPECTOR: EMPLOYER AUDITOR REF NO: HR 4/4/6/202**
- SALARY CENTRE REQUIREMENTS** : R582 444 per annum
: Provincial Office: Limpopo
: Three (3) years relevant tertiary qualification (NQF6/7 SAQA Recognized) in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. Two (2) years Supervisory experience. Two (2) years functional experience in Auditing / Financial Management. KNOWLEDGE: Department policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, interviewing listening and observation, Communication Skills (Verbal and Written), Innovative, Analytical, Research, Project management.
- DUTIES** : Monitor the implementation of UIA and COIDA strategy programs. Implement the system that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.
- ENQUIRIES APPLICATIONS** : Ms SM Lebogo Tel No: (015) 290 1662
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Jobs-LP@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane
- POST 13/24** : **ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR4/4/3/2/ASDITP/UIF**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum
: Unemployment Insurance Fund, Pretoria
: A three (3) year tertiary qualification (NQF Level 6) in Information Technology / Project Management. Four (4) years functional experience of which two (2) years must be functional experience in ICT Project Management environment and two (2) years supervisory experience. Knowledge: Project Management principles and methodologies. Project Management Information Systems (PMBOK, MS projects etc.). Application of research methodology. Quality management principles and processes. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Condition of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Financial/Budget Management. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Project Management. Project monitoring and evaluation. Planning and Organizing. Analytical. Creativity. Facilitation. Presentation.
- DUTIES** : Manage delivery ICT projects within the Fund. Manage ICT project deliverables in line with the Fund strategic objectives, quality standards and expectations. Ensure project quality management. Facilitate the implementation of projects within the Fund. Manage resources (Human, Financial, Equipment / Assets) within the project.
- ENQUIRIES APPLICATIONS** : Ms S Ntosi-Baba Tel No: (012) 337 1784
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF11@labour.gov.za
- FOR ATTENTION NOTE** : Sub-directorate: Human Resources Management, UIF.
: Coloured Males, White Males, White Females, African Females, Coloured Females, Indian Males are encouraged to apply.
- POST 13/25** : **ASSISTANT DIRECTOR: PROCESS IMPROVEMENT AND CHANGE MANAGEMENT REF NO: HR4/4/3/2/ASDCM/UIF**
- SALARY CENTRE REQUIREMENTS** : R468 459 per annum
: Unemployment Insurance Fund, Pretoria
: Three (3) year tertiary qualification (NQF level 6) in Organizational Psychology / Public Administration/ Public Management / Management Services / Human

Resources / Operations Management / Production Management. Four (4) years' experience of which two (2) years must be functional experience in Change Management environment and two (2) years' experience at a supervisory level. Knowledge: Public Finance Management Act (PFMA). Project Management approaches, tools and phases. Public Service Regulations (PSR). Basic Condition of Employment Act (BCEA). Public Service Act (PSA). Labour Relations Act (LRA). Skills: Communication both written and verbal. People Management. Problem Solving. Computer Literacy. Time Management. Analytical. Presentation. Interpersonal. Report writing. Planning and Organizing.

DUTIES : Facilitate diagnoses of the organizational, individual culture and climate change within the Fund. Coordinate the development, review and implementation of change management strategy. Facilitate the development, review and implementation of procedure manuals and processes. Manage resources (Human, Financial Equipment, Assets) in the section.

ENQUIRIES APPLICATIONS : Ms K Mahlaka Tel No: (012) 337 1579
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF12@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
: Coloured Males, White Males, White Females, African Females, Coloured Females, Indian Males are encouraged to apply.

POST 13/26 : **ASSISTANT DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO: HR4/4/3/2ASDOSS/UIF**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Unemployment Insurance Fund, Pretoria
: An undergraduate qualification (NQF Level 6) as recognized by SAQA in Administration/ Public Management/ Public Administration/ Administrative Management/ Operations Management/ Business Administration/ Operations Research/ Finance. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years' experience at Practitioner level. Knowledge: Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report writing. Planning and Organizing.

DUTIES : Facilitate provincial operational performance. Coordinate the implementation of new operational policies and procedures. Provide operational services in provincial offices to ensure consistency. Manage resources.

ENQUIRIES APPLICATIONS : Ms GN Tshabalala Tel No: (012) 337 1508
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF13@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
: Coloured Males, White Males, White Females, African Females, Coloured Females, Indian Males are encouraged to apply.

POST 13/27 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2ASDIA/UIF**

SALARY CENTRE REQUIREMENTS : R468 459 per annum
: Unemployment Insurance Fund, Pretoria
: An undergraduate qualification in Internal Auditing/ Auditing/ Accounting at (NQF Level 6) as recognized by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Internal Auditing environment and two (2) years' experience at supervisory level. Registered with the institute of Internal Auditors. Knowledge: Conflict Management. Audit Techniques. Policy analysis. International Professional Practices Framework. International Standards for the professional Practice of Internal Auditing. Skills: Communication. Coordinating. Presentation. Conflict and Problem Solving. Planning and Organizing. Computer Literacy. Interpersonal. Team Leadership. Report Writing. Analytical. Self- Disciplined and Self-Management.

DUTIES : Provide inputs in the development of the three-year rolling and annual risk-based audit plans. Coordinate a strategic risk-based audit plan in the fund. Undertake consulting and assurance services. Coordinate the provision of support services to the audit committee. Liaise with external auditors on the

audit scope coverage. Manage resources (Human, Finance, Equipment/ Assets) in the section.

ENQUIRIES : Ms T Mabago Tel No: (012) 337 1790

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF14@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

NOTE : Coloured Males, White Males, White Females, African Females, Coloured Females, Indian Males are encouraged to apply.

POST 13/28 : **ASSISTANT DIRECTOR: EMPLOYEE RELATIONS REF NO: HR4/4/3/2ASDER/UIF**

SALARY : R468 459 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : An undergraduate Qualification (NQF Level 6) in Human Resources Management / Labour Relations Management / LLB as recognized by SAQA. A valid Driver License. Four (4) years' experience of which two (2) years must be functional experience in Labour Relations environment and two (2) years at a supervisory level. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). PSCBC and CCMA Procedure. Skills: Negotiation. People Management. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing.

DUTIES : Coordinate Labour Relations cases in the fund (i.e. grievances, misconduct and Labour disputes). Facilitate the implementation the Implementation of Labour Relations, policies, guidelines, procedures and provide advice therefore. Coordinate and represent the department in disciplinary hearings, conciliations, arbitration and bargaining chambers (depending on the complexity of the case). Manage resources (Human, Finance, Equipment / Assets) in the section.

ENQUIRIES : Mr TD Modise Tel No: (012) 337 1976

APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF15@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF

NOTE : Coloured Males, White Males, White Females, African Females, Coloured Females, Indian Males are encouraged to apply.

POST 13/29 : **ASSISTANT DIRECTOR: FACILITIES REF NO: HR 5/1/2/3/5**

SALARY : R468 459 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification (on NQF Level 6) in Building Science/ Architecture/ Civil Engineering/Quantity Survey/ Facility Management/ Property Management. 4 years' functional experience in facilities and building management of which 2 years is supervisory experience. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, Policies and procedures. Customer Services (Batho Pele Principles). Building/ engineering technical knowledge. Legislative Requirement: Occupational Health and Safety Act (OHS) relevant Regulations. CIDA. Public Service Regulations. Public service Act. National Environmental Management Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Business Writing Skills. Decision making. Budgeting and Financial Management. Communication and Information Management. People and Performance Management. Planning and Organizing. Problem solving. Project or programme management. Team leadership.

DUTIES : Coordinate the implementation of preventative maintenance plans to support the objectives of the Fund. Coordinate and monitor the implementation of repairs and maintenance projects. Coordinate facilities related contractors. Management of resources.

ENQUIRIES : Mr MS Mokau at 060 971 4675

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications to: Jobs-CF3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 13/30 : **ASSISTANT DIRECTOR: BOARD AND CORPORATE SECRETARIAT POST REF NO: HR 5/1/2/3/6**

SALARY : R468 459 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification (on NQF Level 6) in Public Administration/ Office Administration/ Business Administration/ Commerce Law/ Office Management/ Public Management/ Administration Management: General. 4 years' functional experience in secretariat/ administration of which 2 years is supervisory. Knowledge: Department of Labour and Compensation Fund objectives. Public services, policies and procedures. Batho Pele Principles. Secretariat procedures and processes. King 4 Report. Compensation Fund policies. Legislative Requirements: COIDA Act. Public Service Regulations. Public service Act. Promotion of Access to Information Act. LRA, EE Act, SDA & BCEA. PFMA. POPI Act. Skills: Client orientation and customer focus. Good co-ordination skills. Good Organizational and administrative skills. Good interpersonal and stakeholder's liaison skills. Decision making. Self-Management. Communication (verbal and written) Report Writing. Minutes Writing. Computer Literacy. Leadership skills.

DUTIES : Coordinate secretariat services for Board, Sub-Committees of Boards and Management Committee (MANCO) meetings. Facilitate the administrative support and ensure compliance with governance. Coordinate administration support to board and sub-committees. Management of resources.

ENQUIRIES : Ms D Matabane Tel No: (012) 319 9218
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications to: Jobs-CF11@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 13/31 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITIONS REF NO: HR 5/1/2/3/7**

SALARY : R468 459 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification (on NQF Level 6) in Supply Chain Management/ Logistics/ Purchasing Management. Bcom Law will be added advantage. 2 years' functional experience in SCM Contract Management and Demand and Acquisitions. 2 years' supervisory experience in SCM contract Management and Demand and Acquisitions. Knowledge: Compensation Fund Services. Dol and Fund policies and procedures. Relevant stakeholders. Customer Services (Batho Pele Principles). Technical knowledge. SAP Knowledge. COIDA. Public Service Act. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. Legislative Requirements: Preferential Procurement Policy Framework Act (PPPFA). PFMA. National Treasury Regulations (Practice Notes key) BBBEE procurement provisions. Skills: Required Technical proficiency in Supply Chain Management. Business Writing Skills. Decision making. Budgeting and Financial Management. Customer focus and Responsiveness. People and Performance Management. Planning and organizing. Problem solving. Team leadership. External Environmental Awareness.

DUTIES : Coordinate the establishment of different Bid committees. Coordinate the Bid Committee process. Coordinate the Contract Management process. Management of Resources in the sub-directorate.

ENQUIRIES : Mr S Hadebe at 060 683 4325

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications to: Jobs-CF13@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 13/32 : **SENIOR PRACTITIONER: PHYSICAL AND INFORMATION SECURITY SERVICES REF NO: HR 4/ 4/3/1SPPISS/UIF**

SALARY : R397 116 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF 6) as recognized by SAQA in Security Management/Risk Management. Private Security Industry Regulatory Authority (PSIRA) Grade B certificate. Two (2) years' experience of which one (1) year must be functional experience in security environment and one (01) year supervisory experience. Registered with Private Security Industry Regulatory Authority (PSIRA). Knowledge: Public Financial Management Act (PFMA). Security Management Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Control of Access to Public Premises and Vehicle Act. National Intelligence Processes. Criminal Procedures Act. Disaster Management Occupational Health and Safety Act. Minimum Physical Security Standards. Minimum Information Security Standards. Skills: People Management. Problem Solving. Presentation. Planning and Organizing. Analysis. Communication. Computer Literacy. Report Writing. Creativity.

DUTIES : Verify the provision of physical security services. Verify the rendering of information security services. Maintain the access to the building and key control. Supervise resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES : Mr TP Lebetel Tel No: (012) 337 1749
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF16@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF
NOTE : African Females, Indian Males, White Males and Indian Females, are encouraged to apply.

POST 13/33 : **TECHNICAL ASSISTANT: ELECTRICAL ENGINEERING REF NO: HR4/25/04/01 HQ**

SALARY : R397 116 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) years National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Electrical Engineering. Valid driver's licence No experience. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service and Regulations, OHS Act and Regulations, OHSAS, COIDA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Occupational Health and Safety policies to ensure implementation of strategies to the Department of Labour. Support technical research on Occupational Health and Safety trends and bench marking. Provide technical assistance in the evaluation of applications for entities regularly as per OHS programme. Provide administrative support to ensure that the objectives of the directorate are fulfilled.

ENQUIRIES : Mr M Monyaki/ Ms T Thupe Tel No: (012) 309 4392/4393
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ10@labour.gov.za

POST 13/34 : **OHS INSPECTOR (X2 POSTS)**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Sasolburg Ref No: HR 4/4/8/909 (X1 Post)
Labour Centre: Bethlehem Ref No: HR 4/4/8/910 (X1 Post)

- REQUIREMENTS** : Senior Certificate plus three (3) year recognised qualification (NQF6) /(NQF7) in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. A valid driver's license. No experience required. Knowledge: Departmental policies and procedures. Occupational Health and Safety. Regulations (21). South African National Standards (Codes). Compensation for Occupational Injuries and Diseases Act. Unemployment Insurance Act.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm legislations of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans and reports including, execution of analysis and compilations of consolidates statistical reports on regional and allocated cases.
- ENQUIRIES** : Ms M Lelope Tel No: (016) 970 3200
Mr T Moholi Tel No: (058) 303 5293
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs2@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 13/35** : **OHS INSPECTOR (X4 POSTS)**
- SALARY CENTRE** : R397 116 per annum
Labour Centre: Gqeberha Ref No: HR /05/02/01 (X1 Post)
Labour Centre: East London Ref No: HR/05/02/02 (X3 Posts)
- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate plus a three (3) year tertiary qualification (NQF6) in Labour Relation/ B-Tech degree in Labour Relations(NQF7)/ LLB for BCEA or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering for OHS. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES** : Mr MC Njamela Tel No: (043) 702 7500, East London
Mr. MP Ngqolowa Tel No: (041) 506 5000, Port Elizabeth
- APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X 9084, East London 5200 or hand or delivered at Cnr. Oxford & Hill Street, East London. Email: Jobs-EC8@labour.gov.za

Deputy Director Labour Centre Operations: Private Bag X6045, Port Elizabeth, 6000 or hand delivered at VSN Centre 116 -134 Govan Mbeki Avenue, Port Elizabeth; Email: Jobs-EC8@labour.gov.za

POST 13/36 : **OHS INSPECTOR: OCCUPATIONAL HEALTH & HYGIENE REF NO: HR 4/4/6/206**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Labour Centre: Lephhalale (Thabazimbi Satellite Office)
: Senior Certificate plus a three year recognized qualification at NQF6/7 SAQA recognized) in the relevant field i.e Occupational Hygiene/Environmental Health. A valid driver's license. Registration with the relevant, recognized professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes_ - incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and Conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES APPLICATIONS : Ms TE Maluleke Tel No: (015) 290 1768
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Job-LEPH@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 13/37 : **OHS INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Labour Centre: Lephhalale Ref No: HR4/4/6/207 (X1 Post)
: Labour Centre: Jane Furse Ref No: HR4/4/6/208 (X1 Post)
: Labour Centre: Makhado Ref No: HR 4/4/6/209 (X1 Post)
: Senior Certificate plus a three-year qualification at NQF6/7 in the relevant field i.e. Construction. Registration with the relevant, recognized professional body is an advantage but not compulsory and a valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes_ - incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as State witness. Plan and

conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and Conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr. Ml Makgobola Tel No: (015) 290 1723
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Job-LEPH@labour.gov.za (Lephalale)

For Jane Furse, Email: Job-JF@labour.gov.za
For Makhado, Email: Job-MAKH@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 13/38 : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR 4/4/6/205**

SALARY : R397 116 per annum
CENTRE : Modimolle Labour Centre
REQUIREMENTS : Three (3) year tertiary qualification at NQF6/7 SAQA recognized in Public Management / Public Administration / Social Science / OHS/ Finance / HRM. Two (2) years functional experience in a Pension administration / claims processing. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processed, Customer Service (Batho Pele Principles), Risk awareness, COID Tarriffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data capturing, Data and records management, Telephone skills and etiquette, Planning and organizing, Analytical thinking, Problem solving, Decision making.

DUTIES : Render Pension Administrative duties. Claims adjudication and processing.
ENQUIRIES : Mr. Ml Makgobola Tel No: (015) 290 1723
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Job-MOD@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 13/39 : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/6/203**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Modimolle
REQUIREMENTS : Senior Certificate plus a three (3) year recognized qualification at NQF6/7 in the relevant field, i.e. Mechanical Engineering/ Mechatronic Engineering. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's license. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns an all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including,

execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

ENQUIRIES APPLICATIONS : Ms. TE Maluleke Tel No: (015) 290 1768
 : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Job-MOD@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane.

POST 13/40 : **SENIOR PRACTITIONER: INDIVIDUAL RELATIONS REF NO: HR 5/1/2/3/8**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Compensation Fund, Pretoria
 : Three-year tertiary qualification at NQF Level 6 in Labour Relations/HRM/Labour Law/ LLB. 2 years' functional experience in Employee Relations/ Labour Relations. Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Customer Service (Batho Pele Principles). Legislative Requirement: Constitution Act 108 of 1996 (amended). Public Service Act of 1994. Public Service Regulations. Employment Equity Act. Skills Development Act. Basic Conditions of Employment Act. COIDA. Public service Act. Occupational Health and Safety Act (OHSA). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Skills: Business Writing Skills. Decision making. Self-Management. Communication and Information Management. Continuous improvement. Customer Focus and Responsiveness. Planning and organizing. Problem solving. Employee Relations skills. Relevant Regulatory knowledge, Law and Legislation. Investigation and Critical Evaluation. Grievance and Dispute Resolution. Negotiation and mediation. Data Gathering and Analysis. Strategic Reporting. Data Integrity and Management. Stakeholder Development and Management.

DUTIES : Conduct and analyze all grievances and complains received from employees in the Fund. Draft charges for misconduct cases in the Fund. Represent the fund in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Monitoring information and records of all activities in the employment relations. Supervision of staff.

ENQUIRIES APPLICATIONS : Ms MC Kgare at 060 989 8691
 : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications to: Jobs-CF10@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 13/41 : **ADMIN OFFICER: VETTING REF NO: HR 5/1/2/3/9 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Compensation Fund, Pretoria
 : Three-year tertiary qualification (on NQF Level 6) in Security Management/Security Risk Management/Computer Science/Policing. Private Security Industry Regulatory Authority-Grade C. 1-year functional experience in information security environment. Knowledge: Public Service Regulation. Dol and Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). COIDA. Occupational Health and Safety Act (OHS). Legislative Requirement: Minimum Information Security Standard. National Strategic Intelligence Act. Criminal Procedure Act. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Protection of Personal Information Act. Protection of Information Act. Constitution of South Africa. Skills: Data Capturing. Telephone Skills and Etiquette. Security Skills. Communication (verbal and written). Investigate Skills.

DUTIES : Provide effective information security practices and compliance in the Fund. Protect and safeguard the Fund's information. Coordinate information security awareness in the Fund. Administer and facilitate pre-screening and vetting clearance applications process.

ENQUIRIES : Mr T Makubela Tel No: (012) 319 9166

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF16@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 13/42 : **CLAIMS ASSESSOR REF NO: HR4/4/02/02**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Labour Centre: Rustenburg
 : Three-year tertiary qualification (NQF6 SAQA recognized) in Public Management/ Business Management/ Public Administration/ Business Administration/ Administration Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/ Auditing/ HRM/ Nursing. One (1) year functional experience in claims/ medical processing environment. Knowledge: Relevant Compensation policies, procedures and business process. Public Service Act and regulations. Customer Service (Batho Pele Principle's). COID Tariffs. Public Service charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury regulations. Skills (with related knowledge). Planning and organising. Problem Solving. Analytical. Decision making. Communication (written and verbal). Computer literacy. Good Client Relations. Interpersonal Relationship. Data and records management.

DUTIES : Adjudicate registered claims as per delegation's requirements. Prepare complex claims. Coordinate, capture and approve Compensation Benefits. Handle claims enquiries and advocacy sessions. Supervision of staff.

ENQUIRIES APPLICATIONS : Mr S Shongwe Tel No: (018) 387 8100
 : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW2@LABOUR.gov.za

POST 13/43 : **COID EMPLOYER AUDITOR REF NO: HR4/4/02/03**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Labour Centre: Mmabatho Provincial Office
 : Three-year tertiary qualification (NQF6) National Diploma/ (NQF7) Bachelor' Degree in Financial Accounting/ BCOM Accounting/Accounting/ BCOM LAW/ BCOM in Commence. Knowledge: Departmental policies and procedures. Batho Pele Principles. Compensation of Occupational and injury Disease Act. (CODIA). OHS Act and regulations. UIA & UICA. Public Service Act. Public Service Regulations. Public Finance Management Act. (PFMA). Skills: Facilitation. Planning and organizing. Communication written and verbal. Computer literacy. Interpersonal. Innovation and creative.

DUTIES : Conduct payroll audit on employers in terms of COIDA. Investigate complaints made with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report Performance.

ENQUIRIES APPLICATIONS : Mr S Shongwe Tel No: (018) 387 8100
 : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW3@LABOUR.gov.za

POST 13/44 : **STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: HR4/4/3/1/SADM/UIF**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Unemployment Insurance Fund, Pretoria
 : A three-year tertiary qualification at NQF6 in Accounting / Financial Management / Cost and Management Accounting / Public Finance Management / Internal Audit / Taxation. One (1) year functional experience in the Finance environment. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Generally recognized Accounting Principles (GRAP).

- General Accepted Accounting Principles (GAAP). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Debtors Management. Financial Management. Skills: Accounting. Communication. Computer Literacy. Interpersonal. Time Management. Report Writing. Planning and Organizing. Numeracy. Analytical.
- DUTIES** : Maintain the debtor records. Follow up of outstanding debts including legal claims and third party collection. Prepare and review monthly reconciliations of non SARS debtors.
- ENQUIRIES APPLICATIONS** : Ms V Pillay Tel No: (012) 337 1499
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF17@labour.gov.za
- FOR ATTENTION NOTE** : Sub-directorate: Human Resources Management, UIF
: African Females, Indian Males, White Males and Indian Females, are encouraged to apply.
- POST 13/45** : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/7/24 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum
: Provincial Office: Mpumalanga
: Three- year National Diploma (NQF 6)/ Undergraduate Degree (NQF 7) in Labour Relations Management/ BCOM LAW/LLB/Internal Audit. One (1) year functional experience in Auditing. Knowledge: Departmental Policies and procedures, Batho Pele, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.
- DUTIES** : Perform Monitor the implementation of UIA and COIDA Programmes, Analyse the systems that provide expert advice on sector specific UIA & COIDA matter. Coordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
- ENQUIRIES APPLICATIONS** : Mr ABM Mampuru Tel No: (013) 655 8700
: Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Hand delivered at Corner of Hoffmeyer and Beatty Avenue Emalahleni. Email: Jobs-MP-IES@LABOUR.gov.za
- POST 13/46** : **UI EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/6/204**
- SALARY CENTRE REQUIREMENTS** : R325 101 per annum
: Provincial Office: Limpopo
: Three (3) year tertiary qualification (National Diploma NQF6)/ Undergraduate Bachelor Degree (NQF7) in Internal Audit/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Com Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. A valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research.
- DUTIES** : Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer non complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.
- ENQUIRIES APPLICATIONS** : Mr. Ml Makgobola Tel No: (015) 290 1723
: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Jobs-LP@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane.
- POST 13/47** : **MEDICAL CASE ADJUDICATOR: PROFESSIONAL NURSE (GRADE 1-3)**
- SALARY** : Grade 1: R324 384 – R382 107 per annum, (OSD)

		Grade 2: R396 132 – R466 623 per annum, (OSD) Grade 3: R476 367 – R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Mmabatho Ref No: HR4/4/02/04 4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an added advantage. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions. Compensation Fund Services. Directorate or sub-directorate goals and performance requirements. Nursing legislations and related legal as well ethical nursing practices. Compensations Fund policies, procedure and processes. Stakeholders and customers. Customers Service (Batho Principles). COIDA tariffs. Technical knowledge. PFMA and national Treasury Regulations. Public Service Act. Skills: Rehabilitation. Analytical. Business. Financial management. Knowledge Management. Planning and Organizing. Problem solving and Analysis. Decision Making. Client Orientation and Customer Focus.
<u>DUTIES</u>	:	Coordinate early rehabilitation interventions according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries' needs. Facilitate early to work and community re-integration programmes. Maintain relationships and empower all internal and external stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. MO Maluleke Tel No: (018) 387 8100 Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW4@LABOUR.gov.za
<u>POST 13/48</u>	:	<u>SENIOR ADMINISTRATION CLERK: EMPLOYER REGISTRATION REF NO: HR4/4/3/1SACER/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum Unemployment Insurance Fund, Pretoria Senior Certificate/ Grade 12. No experience required. Knowledge: Batho Pele Principles. Service Charter. Skills: Communication. Listening. Time Management. Computer Literacy. Interpersonal. Data Capturing.
<u>DUTIES</u>	:	Process the registration of employers. Process declaration forms of employees. Maintain employer's database. Provide general clerical support services within the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MS Matlou Tel No: (012) 337 1635 Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF18@labour.gov.za
<u>FOR ATTENTION NOTE</u>	:	Sub-directorate: Human Resources Management, UIF African Females, Indian Males, White Males and Indian Females, are encouraged to apply.
<u>POST 13/49</u>	:	<u>CLIENT SERVICE OFFICER: COID (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 499 per annum Labour Centre: Carolina Ref No: HR4/4/7/26(X1 Post) Labour Centre: Vryburg Ref No: HR4/4/02/05(X1 Post) Labour Centre: Volkrust Ref No: HR4/4/7/33(X1 Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations and Customer care (Batho Pele Principles). Skills: Computer literacy, Business writing skills, Listening skills, Telephone etiquette and Basic interpersonal skills.
<u>DUTIES</u>	:	Receive and verify documents for registration. Register the claims on the operational system. Assist employer services at the kiosk, online system and service centres. Handle all service related queries and complaints.
<u>ENQUIRIES</u>	:	Mr RL Mokoena Tel No: (017) 843 1077/2111/3190, (Caroline)

Mr SS Shongwe Tel No: (018) 387 8100, (Vryburg)
Mr M Makate Tel No: (017) 826 1883, (Volkruist)

APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X718 Carolina 1185, Landbou Building 20B Breytenbach Street, Carolina or email: Jobs-CRL@LABOUR.gov.za
Acting Deputy Director Labour Centre Operations: Private Bag X34, Piet Retief, 2380. Balalas Building, 42, Kotze Street, eMkhondo or email: Jobs-PRT@LABOUR.gov.za
Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW5@LABOUR.gov.za

POST 13/50 : **CLAIMS PROCESSOR REF NO: HR 4/4/8/911**

SALARY : R269 499 per annum
CENTRE : Provincial Office Free State
REQUIREMENTS : Grade 12 Certificate/ Three (3) years tertiary qualification (NQF7) Degree/ Diploma (NQF6) in Public Management/ Administration/ Social Science/OHS/ Finance/ HRM is required. 1-2 years' experience on Compensation or Medical Claims processing environment. Knowledge: Compensation Fund policies, procedure and processes, Relevant Stakeholders, Human anatomy/ Biology and medical terminology, Customer Service (Batho Pele Principles), COID tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Requires Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skill, Communication (written and verbal) Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

ENQUIRIES : Mr S Zakwe Tel No: (051) 505 6300
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs4@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 13/51 : **CLIENT SERVICE OFFICER: UIF (X24 POSTS)**

SALARY : R269 499 per annum
CENTRE : Thaba- Nchu Satellite Office Ref No: HR 4/4/8/906 (X2 Posts)
Labour Centre: Bethlehem Ref No: HR/4/4/8/907 (X2 Posts)
Labour Centre: Sasolburg Ref No: HR 4/4/8/908 (X2 Posts)
Labour Centre: Mogwase Ref No HR4/4/02/07 (X2 Posts)
Labour Centre: Vryburg Ref No: HR4/4/02/07 (1X Post)
Labour Centre: Potchefstroom Ref No: HR4/4/02/08 (X1 Post)
Christiana Labour Centre Ref No: HR4/4/02/09 (X1 Post)
Labour Centre: Kokstad Ref No: HR4/4/5/5 (X2)
Labour Centre: Richmond Ref No: HR4/4/5/6(X1 Post)
Labour Centre: Ulundi Ref No: HR4/4/5/7 (X1 Post)
Labour Centre: Dundee Ref No: HR4/4/5/8(X1 Post)
Labour Centre: Ladysmith Ref No: HR4/4/5/9(X1 Post)
Labour Centre: Estcourt Ref No: HR4/4/5/10 (X1 Post)
Labour Centre: Mthatha Ref No: HR4/4/10/01 (X3 Posts)
Labour Centre: Kariega Ref No: HR4/4/10/02 (X3 Posts)

REQUIREMENTS : Grade 12\ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA) Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's vision, Mission and Values, Customer Care Principles, Procedures and Guidelines Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Analytical, Time Management, Interpersonal, Telephone etiquette, on job training (operation system).

DUTIES : Provide screening service. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES : Mr MJ Ngono Tel No: (051) 933 2299
Mr T Moholi Tel No: (051) 303 5293

Ms Lelope Tel No: (051) 970 3200
 Mr SS Shongwe Tel No: (018) 387 8100 (North-West)
 Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad)
 Mr P Mtolo Tel No: (033) 212 2768 (Richmond)
 Mr T Nkosi Tel No: (035) 879 8800 (Ulundi)
 Ms T Khumalo Tel No: (034) 212 2421 (Dundee)
 Ms L Radebe Tel No: (036) 638 1900 (Ladysmith)
 Mr J Fakazi Tel No: (036) 352 7767 (Estcourt)
 Ms S Zaula Tel No: (047) 501 5600 (Mthatha)
 Ms W Koba Tel No: (041) 260 0608 (Kariega)

APPLICATIONS

: **Chief Director: Provincial Operations:** Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs1@labour.gov.za
Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW6@LABOUR.gov.za
Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad, 4700 or hand deliver at 59 Hope Street, Kokstad. For Online Applications Email to: Jobs-KZN1@Labour.gov.za
Deputy Director: Richmond Labour Centre, PO Box 852, Richmond, 3780 or hand deliver at 60 Shepstone Street, Richmond. For Online Applications Email to: Jobs-KZN2@Labour.gov.za
Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi, 3838 or hand deliver at Unit A Wombe, Street Ulundi. For Online Applications Email to: Jobs-KZN3@Labour.gov.za
Deputy Director: Dundee Labour Centre, PO Box 445, Dundee, 3000 or hand deliver at 63 Victoria Street, Dundee. For Online Applications Email to: Jobs-KZN4@Labour.gov.za
Deputy Director: Ladysmith Labour Centre, Private Bag X9925, Ladysmith, 3370 or hand deliver at 35 Keate Street, Ladysmith. For Online Applications Email to: Jobs-KZN5@Labour.gov.za
Deputy Director: Estcourt Labour Centre, P O Box 449, Estcourt, 3310 or hand deliver at 75 Phillip Street, Estcourt. For Online Applications Email to: Jobs-KZN6@Labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X5080, Mthatha, 5100, Hand deliver at No.18 Corner of Madeira & Elliot Street Old Manpower Building, Mthatha, 5100. Email: Jobs-EC6@labour.gov.za
Deputy Director: Labour Centre Operations, P.O. Box 562 Kariega 6230, Hand deliver at 15A Chase Street, Kariega, 6230. Email: Jobs-EC3@labour.gov.za

POST 13/52

: **UI CLAIMS OFFICER (X4 POSTS)**

SALARY CENTRE

: R269 499 per annum
 : Labour Centre: Germiston Ref No: HR 4/4/4/02/04 (X2 Posts)
 : Labour Centre: Soshanguve Ref No: HR 4/4/4/02/03 (X1 Post)
 : Provincial Office: KZN Ref No HR4/4/5/26 (X1 Post)

REQUIREMENTS

: Grade 12/Senior Certificate. Experience: 0 to 6 months. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer Care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.

DUTIES

: Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set times frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES

: Ms S Ceaser Tel No: (011) 345 6300/ Mr T Nengwekhulu Tel No: (018) 632 4779
 Ms G Khomo Tel No: (031) 366 2331

APPLICATIONS

: **Chief Director: Provincial Operations:** PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Park town. Email: Jobs-GP6@labour.gov.za

Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN8@Labour.gov.za

POST 13/53 : **SENIOR ADMINISTRATION CLERK: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/1SACAFAC/UIF**

SALARY CENTRE REQUIREMENTS : R228 321 per annum
: Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Grade 12 Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Access to Information Act (PAIA). Unemployment Insurance Act (UIA). Unemployment Contributions Act (UICA). Skills: Minutes writing. Report writing. Analytical and Creativity. Planning and Organizing. Communication. Computer Literacy. Time Management. Interpersonal.

DUTIES : Render administrative support services to the fraud and corruption investigation processes. Provide an effective case administration. Provide logistical arrangements in the section.

ENQUIRIES APPLICATIONS : Mr GS Phoshoko Tel No: (012) 337 1978
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF19@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
: Coloured Females, Indian Females, White Males, White Females, African Males, Coloured Males and Indian Males are encouraged to apply.

POST 13/54 : **PERSONNEL OFFICER: HR OPERATION REF NO: HR 5/1/2/3/10**

SALARY CENTRE REQUIREMENTS : R228 321 per annum
: Compensation Fund, Pretoria

REQUIREMENTS : Matric/ Grade 12. Three-year qualification (on NQF Level 6) in Human Resource Management and an Introduction to PERSAL Certificate would be an added advantage. No Experience. Knowledge: Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value chain and business processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Policies. Human Resource planning procedure. Legislative Requirement: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills and Etiquette.

DUTIES : Administer the filling of vacancies for the Fund. Administer HR Information system. Administer recruitment and selection activities. Safe keep HR records.

ENQUIRIES APPLICATIONS : Mr SV Radzuma/ Ms CL Mashishi Tel No: (012) 406 5723
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct your applications to: Jobs-CF20@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

POST 13/55 : **ADMIN CLERK: LEGAL SERVICES REF NO: HR4/4/5/37**

SALARY CENTRE REQUIREMENTS : R228 321 per annum
: Provincial Office: KZN

REQUIREMENTS : Grade 12. Knowledge: Regulatory Knowledge, Law and Legislation, Data capturing, Collecting statistics, Compensation Fund business processes, procedure, policies, Customer Service (Batho Pele Principles), Technical Knowledge, Public Finance Management Act (PFMA), Promotion Access to Administrative Justice Act, Promotion of Access to Information Act, Labour Law, Road Accident Fund Act, The Constitution of RSA, COIDA Act. Skills: Computer Literacy, Interpersonal Relations, Communication (written & verbal), Attention to detail, Emotional Intelligence, Ethics and Governance, Team orientation.

DUTIES : Liaise with provinces and labour centres for the provision of required information and data. Manage correspondence and documentation. Render effective administrative support services.

ENQUIRIES APPLICATIONS : Dr N Kahla Tel No: (031) 366 2033
Senior Manager: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN9@Labour.gov.za

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resource Operations, KwaZulu-Natal.

POST 13/56 : **SECURITY OFFICER REF NO: HR4/4/3/1SO/UIF**

SALARY CENTRE REQUIREMENTS : R193 359 per annum
Unemployment Insurance Fund, Pretoria
Grade 12. Private Security Industry Regulatory Authority (PSIRA) Grade C. No experience. Registered with Private Security Industry Regulatory Authority (PSIRA). Knowledge: Access to Public premises and vehicles Act. Private Security Industry Regulatory Authority Procedures. Evacuation Procedures. Minimum Information Security Standard (MISS). Minimum Physical Security Standards (MPSS). Batho Pele Principles. Public Service Regulation Act (PSR). Departmental policies and procedures. Skills: Verbal and written communication. Problem solving skills. Analytical skills. Computer skills. Good Interpersonal relations skills. Communication skills. Customer Care skills.

DUTIES : Provide Physical security services. Render information security services. Render access to the building and key control.

ENQUIRIES APPLICATIONS : Mr TP Lebetel Tel No: (012) 337 1749
Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF20@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
Coloured Females, Indian Females, White Males, White Females, African Males, Coloured Males and Indian Males are encouraged to apply.

POST 13/57 : **MESSENGER / DRIVER REF NO: HR4/4/3/1MD/UIF**

SALARY CENTRE REQUIREMENTS : R193 359 per annum
Unemployment Insurance Fund, Pretoria
Grade 10. Valid driver license. No experience required. Knowledge: National Traffic Regulations. Public Service Regulations (PSR). Public Finance Management Act (PFMA). Public Service Act (PSA). Batho Pele Principles. Interpretation (ability to interpret road signs and map book). Pre-Trip Inspection / Vehicle Safety Inspection. Rules of the road. Skills: Analysis. Communication (verbal and written). Computer Literacy. Listening. Interpretation (ability to interpret road signs and map book). Pre- Trip Inspection / Vehicle Safety Inspection. Driving.

DUTIES : Drive light and medium motor vehicle to transport passengers and delivery other items e.g mail and documents. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render clerical support/ messenger service in the relevant office.

ENQUIRIES APPLICATIONS : Mr DS Mohlala Tel No: (012) 337 1417
Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Email: Jobs-UIF21@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
Coloured Females, Indian Females, White Males, White Females, African Males, Coloured Males and Indian Males are encouraged to apply.