

<u>DUTIES</u>	:	Administer all the payable accounts within SEE (including payments on petty cash/cashbook and EFT). Control and review payroll administration within SEE e.g. salaries, wages and 3rd party payments. administer all the receivable accounts within SEE and VAT accounts. Review and monitor revenue transactions within SEE (Including transfers, subsidies, donations etc.). Monitor all resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms A Pretorius/ Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria. Email: Jobs-SEE15@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 15/25</u>	:	<u>CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT (X3 POSTS)</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	SEE: Port Elizabeth Ref No: HR4/25/04/27 (X1 Post)
	:	SEE: East London Ref No:HR4/25/04/28 (X1 Post)
	:	SEE: Seshego (Polokwane) Ref No:HR4/25/04/29 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification at NQF6 in Human Resource Management. Two (2) years functional experience in Human Resource management services. Knowledge: Departmental policies and procedures, HRM policies, Training and Development, Public service regulations, Public service Act, Knowledge of SDA, SDLA And EEA, Management and budgeting, Batho Pele Principles, Relevant HIV/AIDS related legislation, policies & regulations, National Strategic Plan on HIV, AIDS and STI Integrated Employee Health and Wellness Framework, Structure and Functions of the Department, EHWP Policies, Human Resource Development Strategy, National Skills Development Strategy, Human Resource Development policies and prescripts. Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Facilitation, Interpersonal, Leadership, Presentation, Report writing, Time management, Training and Development.
<u>DUTIES</u>	:	Conduct recruitment and selection process within the Sheltered Employment Factories. Facilitate the process of benefits administration in the Factories. Render Employee Wellness support within the Sheltered Employment Factories. Render Labour Relations administration support. Coordinate training and development initiatives and performance management system.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria For Attention: Sub-directorate: Human Resources Operations, Head Office. Email: For Port Elizabeth use: Jobs-SEE27@labour.gov.za EMAIL: For East London use: Jobs-SEE28@labour.gov.za EMAIL: For Seshego use: Jobs-SEE29@labour.gov.za
<u>POST 15/26</u>	:	<u>FLEET MONITORING AND INSPECTION OFFICER REF NO: HR4/4/7/29</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mpumalanga Provincial Office
<u>REQUIREMENTS</u>	:	A relevant 3-year tertiary qualification in Transport/Fleet management. One (1) year functional experience in Fleet/Transport Management Services. Valid driver's licence. Knowledge: procurement, servicing, operation, maintenance and repair of Country vehicles. Methods, materials, tools and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and suppliers. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Skills: Communication, Coordination, Planning and organization, Report writing, Computer, Monitoring and evaluation and Time management.
<u>DUTIES</u>	:	Conduct inspection on Provincial fleet vehicles, Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicle at the province. Perform general administrative tasks in respect of fleet operations.
<u>ENQUIRIES</u>	:	Ms NE Mashibini Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-MPU-FLT@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	The Chief Director: Provincial Operations
<u>POST 15/27</u>	:	<u>OFFICE ADMINISTRATOR REF NO: HR4/4/7/02</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mpumalanga Provincial Office
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQFL7) in Office Management /Information Management and Technology/Public Administration/Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures,