

<u>FOR ATTENTION</u>	:	The Chief Director: Provincial Operations
<u>POST 15/05</u>	:	<u>BUSINESS ANALYST REF NO: HR4/4/3/2BA/UIF (X3 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R896 436 per annum, (all -inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three year (3) tertiary qualification (NQFL 6) in Information Technology/ Computer Science/ Information Systems/ Business Analysis. BA Certificate in Business Analysis or Business Process Re- engineering. Five (5) years' experience of which three (3) years must be functional experience in Information Technology (IT) environment (Business Analyst) and two (2) years at management level. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Skills: Problem Solving. Presentation. Planning and Organizing. Strong Analytic Skill. Communication skills-Both written and verbal. Ability to influence. Computer Literacy. Report Writing. Project Management. Driving
<u>DUTIES</u>	:	Manage the documentation of Business requirements. Manage the Joint Application Design sessions. Monitoring of initiatives and processes to enhance the delivering of Business Solutions. Manage resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr KR Makweya Tel No: (012) 337 1422
<u>APPLICATIONS</u>	:	email: Jobs-UIF23@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 15/06</u>	:	<u>DATABASE ADMINISTRATOR REF NO: HR4/4/3/2DA/UIF</u> (1 Year Contract)
<u>SALARY</u>	:	R896 436 per annum, (all- inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three-year (3) tertiary qualification (NQFL 6) in Information Technology/ Computer Science/ Information Systems. Oracle 11 G Certification. Five (5) years' experience of which three (3) years must be functional experience in Information Technology (IT) environment and two (2) years at management level. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Labour Relations Act (LRA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). System Development Life Cycle (SDLC). Skills: Meticulous attention to detail. Conflict Management. Analytical. Problem Solving. Presentation. Planning and Organizing. Communication. Computer Literacy. Report Writing. Creativity. The ability to prioritize tasks. Driving.
<u>DUTIES</u>	:	Manage the installation and upgrading of Oracle Server Databases. Optimize the Database performance, troubleshooting and problem resolution. Provide inputs in database design/ PL/SQL code reviews for projects and enhancements. Manage the import, clone and back-up databases for testing. Monitor the database production services in the Fund. Manage resources in the Sub-Directorate.
<u>ENQUIRIES</u>	:	Mr KR Makweya Tel No: (012) 337 1422
<u>APPLICATIONS</u>	:	email: Jobs-UIF24@labour.gov.za , Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 15/07</u>	:	<u>DEPUTY DIRECTOR: LAP PROJECT ACCOUNTANT REF NO: HR4/4/3/2DDLPA/UIF (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R896 436 per annum, (all- inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three year (3) tertiary qualification (NQFL 6) in Accounting Science/ Financial Management/ Commerce. Five (5) years' experience of which three (3) years must be functional experience in Financial Management and governance and two (2) years' experience at management level. Knowledge: Public Finance Management Act (Act 1 of 1999). Basic Conditions of Employment Act (Act 75 of 1997). Public Service Regulations (PSR). Public Service Act (Act 103 of 1994). Unemployment Insurance Act (Act 63 of 2001). Unemployment Insurance Contributions Act (Act 4 of 2002). Intergovernmental Relations Framework Act (Act 13 of 2005). Skills Development Act (Act 97 of 1998). Protection of Personal Information Act (Act 4 of 2013). Treasury Regulations. General Recognized Accounting Principles (GRAP). International Financial Reporting Standards (AFRS). Batho Pele Principles. National Youth Employment Accord. National Youth Policy 2020-2030. Skills: Financial. Communication. Training and Coaching. Diversity Management. Problem