

<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Environmental Health/ Occupational Health/ Hygiene/ Analytical Chemistry/ Chemical Engineering. Four (4) years functional experience in Health and Hygiene inspection/ services. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on the latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SF Kubeka Tel No: (031) 366 2121
	:	Specialist OHS, KZN Provincial Office: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, The Royal Hotel Building, Durban 4001.
	:	For Online Applications: Jobs-KZN28@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 21/04</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL COMPLIANCE REF NO: HR4/25/06/64HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office: Pretoria
	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Financial Management/ Accounting/ Auditing. Four (4) years' experience of which two (2) years at supervisory level and two (2) years functional experience of SOEs/ Financial Management/ Accounting/ Auditing. Knowledge: Applicable legislative and regulatory framework (i.e. Labour), Public Finance Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), General Recognised Accounting Practices (GRAP). Skills: Planning and organizing, Communication (written and verbal), Problem solving, Leadership, Conflict and Diversity Management, Presentation, Analytical, Financial and Performance Report writing.
<u>DUTIES</u>	:	Promote awareness (advocacy) on all matters of financial compliance within the Department. Monitor and assess financial compliance, reporting, investigations and financial advisory. Manage, monitor and advise SOEs on corporate governance compliance and perform financial oversight. Evaluate financial statements of industries falling within the Ministerial National Minimum Wages and make recommendations on the affordability of such applications. Manage and supervise the resources of the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Max Tsotetsi at 067 428 0050
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 21/05</u>	:	<u>ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR 5/1/2/3/46</u> This is a re-advertisement, applicants who previously applied are encouraged to re-apply
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Compensation Fund, Pretoria
	:	Three-year qualification (on NQF Level 6) in Information Systems/Technology/Informatics. 4 years' functional experience in Information systems of which 2 years is supervisory. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. COIDA Guidelines. Public Service Act (PSA). Legislative requirements: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Skills: Required Technical proficiency. Business Writing Skills. Communication