

<b><u>REQUIREMENTS</u></b>	:	An Undergraduate qualification at (NQF 6) as recognized by SAQA in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology/Human Resource Management. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services environment. Knowledge: Basic understanding of policies, regulations, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation, Project Management, Computer, Good communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.
<b><u>DUTIES</u></b>	:	Manage and facilitate organizational development investigations. Manage and facilitate the development and review of job profile in the Department. Facilitate and conduct Job Evaluation processes within the Department. Coordinate and Facilitate the development of Business Process Improvement. Conduct change management processes intervention and organizational client survey in the Department.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Nkhabelane Tel No: (012) 309 4747
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: <a href="mailto:Jobs-HQ19@labour.gov.za">Jobs-HQ19@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 31/02</u></b>	:	<b><u>COID EMPLOYER AUDITOR REF NO: HR4/4/5/76</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum
	:	Provincial Office: KZN
	:	Undergraduate qualification (NQF 6) as recognised by SAQA in Financial Accounting/BCOM Accounting/ Internal Auditing. Knowledge: Analysing & Interpreting Information (Data Analytics), Knowledge of relevant regulations, laws and legislation, Financial Risk Management and Control, Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and regulations, Public Service Regulation, Inspector Appointment Certificate, Inspectors Card, Public Financial Management Act (PFMA). Skills: Analysing & Interpreting Information (Data Analytics), Employer Assessment and Auditing, Revision of Assessment, People Management, Service Delivery Innovation, Stakeholder Development & Relations, Programme/Project Planning & Management, Facilitation, Accountability, Analytical thinking, Attention to detail, Brand and Customer Oriented Service Delivery, Business and Financial Acumen, Communication, Emotional Intelligence, Ethics and Governance, Team orientation.
<b><u>DUTIES</u></b>	:	Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs P Shandu Tel No: (031) 366 2095
	:	Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: <a href="mailto:Jobs-KZN9@Labour.gov.za">Jobs-KZN9@Labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<b><u>POST 31/03</u></b>	:	<b><u>UI CLIENT SERVICE OFFICER (X107 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
	:	Phuthaditjhaba Labour Centre: Ref No: HR 4/4/8/944 (X8 Posts)
	:	Labour Centre: Petrusburg: Ref No: HR 4/4/8/945 (X6 Posts)
	:	Labour Centre: Kroonstad: Ref No: HR 4/4/8/946 (X8 Posts)
	:	Labour Centre: Ficksburg: Ref No: Ref No: HR 4/4/8/947 (X7 Posts)
	:	Labour Centre: Botshabelo: Ref No: HR 4/4/8/948 (X5 Posts)
	:	Thaba Nchu Satellite: Ref No: HR 4/4/8/949 (X8 Posts)
	:	Labour Centre: Zastron: Ref No: HR 4/4/8/950 (X6 Posts)

	Labour Centre: Harrismith: Ref No: HR 4/4/8/951 (X10 Posts)
	Labour Centre: Sasolburg: Ref No: HR 4/4/8/952 (X6 Posts)
	Labour Centre: Parys Satellite: Ref No: HR 4/4/8/953 (X8 Posts)
	Labour Centre: Virginia Satellite: Ref No: HR 4/4/8/954 (X5 Posts)
	Labour Centre: Bethlehem: Ref No: HR/4/4/8/955 (X4 Posts)
	Labour Centre: Reitz: Ref No: HR 4/4/8/956 (X12 Posts)
	Provincial Office, Free State: Ref No: HR 4/4/8/957 (X14 Posts)
<b><u>REQUIREMENTS</u></b>	: Grade 12\ Senior Certificate; Zero experience. 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).
<b><u>DUTIES</u></b>	: Provide screening service. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES</u></b>	: Mr MJ Ngono Tel No: (051) 933 2299 (Botshabelo and Thaba Nchu Satellite) Mr T Moholi Tel No: (051) 303 5293 (Bethlehem and Virginia Satellite) Ms Lelope Tel No: (051) 970 3200 (Sasolburg and Parys Satellite) Mr A Kutuka Tel No: (058) 713 0373 (Phuthaditjhaba and Ficksburg) Mr D Namane Tel No: (053) 574 0932 (Petrusburg) Mr S Malope Tel No: (056) 215 1812 (Kroonstad) Mr C Van Niekerk Tel No: (051) 673 1471 (Zastron) Ms T Mvelase Tel No: (058) 623 2977 (Harrismith) Mr E Qhalane Tel No: (057) 391 0200 (Virginia) Ms N Zama Tel No: (051) 505 6276 (Provincial Office)
<b><u>APPLICATIONS</u></b>	: Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: <a href="mailto:jobs-fs11@labour.gov.za">jobs-fs11@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Operations, Free State
<b><u>POST 31/04</u></b>	: <b><u>CLIENT SERVICE OFFICERS: UIF (X58 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R269 499 per annum
	: Chatsworth Satellite Office Ref No: HR4/4/5/61 (X5 Posts)
	: Dundee Labour Centre Ref No: HR4/4/5/60 (X6 Posts)
	: Estcourt Labour Centre Ref No: HR4/4/5/62 (X2 Posts)
	: Kokstad Labour Centre Ref No: HR4/4/5/63 (X7 Posts)
	: Ladysmith Labour Centre Ref No: HR4/4/5/64 (X4 Posts)
	: Newcastle Labour Centre Ref No: HR4/4/5/65 (X4 Posts)
	: Pinetown Labour Centre Ref No: HR4/4/5/67 (X6 Posts)
	: Prospecton Labour Centre Ref No: HR4/4/5/78 (X2 Posts)
	: Richmond Labour Centre Ref No: HR4/4/5/68 (X1 Post)
	: Stanger Labour Centre Ref No: HR4/4/5/69 (X1 Post)
	: Ulundi Labour Centre Ref No: HR4/4/5/70 (X1 Post)
	: Jozini Satellite Office Ref No: HR4/4/5/71 (X6 Posts)
	: Verulam Labour Centre Ref No: HR4/4/5/72 (X4 Posts)
	: Phoenix Satellite Office Ref No: HR4/4/5/73 (X4 Posts)
	: Vryheid Labour Centre Ref No: HR4/4/5/74 (X5 Posts)
<b><u>REQUIREMENTS</u></b>	: Matriculation/ Grade 12. 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, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Computer literacy, Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict management, Time management, Customer relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational systems).
<b><u>DUTIES</u></b>	: Provide screening services. Process applications for UIF benefits. Register payment contribution forms. Provide administrative functions.
<b><u>ENQUIRIES</u></b>	: Ms T Khumalo Tel No: (034) 212 2421 (Dundee) Mr J Fakazi Tel No: (036) 352 7767 (Estcourt) Mr S Ngqoza Tel No: (039) 727 2140 (Kokstad) Ms L Radebe Tel No: (036) 638 1900 (Ladysmith)