

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.

<u>CLOSING DATE</u>	:	27 February 2026 at 16:00 (walk-in) and 23:59 (online)
<u>NOTE</u>	:	<p>All attachments for online application must include an application form Z83 and CV only combined, 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. 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. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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)</p>

OTHER POSTS

<u>POST 05/11</u>	:	<u>SPECIALIST: EMPLOYMENT STANDARDS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R1 059 105 per annum, (all-inclusive) Provincial Office: Mmabatho Ref No: HR4/4/01/06 (X1 Post) Provincial Office: Western Cape Ref No: HR4/4/10/601 (X1 Post)
<u>REQUIREMENTS</u>	:	A Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years management experience. Three (3) years functional experience in Inspection enforcement/ Labour Relations matters. Knowledge: Public service transformation and management issues, White paper on transformation of Public services, Public Service Act, Ability to convert policy

<p>into action, Public service Regulation and relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele Principles. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.</p>	
<u>DUTIES</u>	: Manage the implementation of Employment Standards Inspection Strategy, Policy and Procedures. Develop and Monitor the implementation of policy and work plan to ensure peaceful and harmonious employer- employee relationship. Manage and conduct the advocacy and educational programmes directed towards internal and external stakeholders. Manage all the resources of the Sub- directorate such as Human Resource: Financial Resources.
<u>ENQUIRIES</u>	: Ms W Maphakela Tel No: (018) 387 8195
<u>APPLICATIONS</u>	: Ms K Fuller Tel No: (021) 441 8119
	: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. E-mail: Jobs-NW03@labour.gov.za
	: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For Attention: Sub-directorate: Human Resources Management, Western Cape. Email: Jobs-WC2@labour.gov.za
<u>POST 05/12</u>	<u>COUNSELLOR (REGISTERED PSYCOMETRIST) (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: Grade 1: R712 599 - R789 489 per annum, (OSD)
	: Labour Centre: Mossel Bay Ref No: HR4/4/10/602
	: Labour Centre: Vredenburg Ref No: HR4/4/10/603
<u>REQUIREMENTS</u>	: A 4-year B-Psych degree/Honours Degree in Psychology/ Honours Degree in Industrial Psychology. Registration with Health Professional Council of South Africa (HPCSA) as a Registered counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: International Labour Organisation Conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Leadership, Networking.
<u>DUTIES</u>	: Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel resources of the employment counselling support.
<u>ENQUIRIES</u>	: Ms K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC3@labour.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Management, Western Cape
<u>POST 05/13</u>	<u>ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO HR4/26/02/01HO</u>
<u>SALARY CENTRE</u>	: R582 444 per annum
<u>REQUIREMENTS</u>	: Head Office, Pretoria
	: Three-year relevant tertiary qualification in Labour Relations/ Human Resources Management/ Law. Valid driver's licence. Two (2) years functional experience in Labour Relations/ Collective Bargaining and two (2) years supervisory experience. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Batho Pele Principles. Skills: Administration and financial management, Verbal and written communication, Interpersonal relations, Ability to build high-performance teams, Computer literacy, Project management, Communication skills, Analytical Skills, Problem solving skills, Conflict Analytical, Innovative, Management skills.
<u>DUTIES</u>	: Develop and monitor the registration of labour organisation. Obtain information to monitor compliance of labour organisations in terms of legislation. Develop and monitor the extension of collective agreements. Strengthen the capacity of labour market institutions. Manage resources of the Dub-Directorate such as HR, assets, etc.
<u>ENQUIRIES</u>	: Ms MM Ngwetjana Tel No: (012) 309 4112

<u>APPLICATIONS</u>	:	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 05/14</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR4/4/10/605</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Provincial Office: Western Cape Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Human Resource Management. 4 years' functional experience on Senior Practitioner level in Human Resource Management (Recruitment & Selection, Condition of Services, Performance Management and HRD) environment of which 2 years at a supervisory level. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Del and Compensation Fund business strategies and goals. COIDA. DPSA Directives. Customer Service Principles (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum information security standards (MISS). Protection of Personal Information Act (POPI). Legislative Requirement: Public Service Regulations. Public Service Act. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. People Management. Performance and Oversight. Programme/ Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholders Development & Relations. Data Gathering, Analysis. Data/ Record Management.
<u>DUTIES</u>	:	Co-ordinate Recruitment and selection processes for COIDA Services in the Province. Manage condition of services processes for COID Services in the Province. Coordinate and maintain PERSAL establishment for COID Services in the Province. Manage HR Records for COID Services in the Province. Coordinate HR audits and reconciliation for COID Service in the Province. Coordinate and implement workplace skills plan, developmental programs and PDM system for COID Service in the Province. Manage all resources in the Provincial HR Section for COID Service.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Fuller Tel No: (021) 441 8119 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email WCHRM@LABOUR.gov.za .
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape.
<u>POST 05/15</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT & EMPLOYMENT RELATIONS REF NO: HR4/4/10/606</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum Provincial Office: Western Cape Three (3) year relevant tertiary qualification at NQF6 in Human Resource Management. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues. White paper on transformation of public service. Ability to convert policy into action. Human Resources Systems and Procedures. Public Service Act and Resolution. Recruitment and Selection. Departmental Policies and Procedures. Batho Pele Principles. Minimum Information Security Standards. Skills: Administration and Financial management, Project Management. Interpersonal. Communication (Verbal and Written). Computer Literacy. Analytical. Problem Solving. Conflict management. People Management.
<u>DUTIES</u>	:	Coordinate and monitor the implementation of human resources management policies in the province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.
<u>ENQUIRIES</u>	:	Ms. K Fuller Tel No: (021) 441 8119

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email: Jobs-WC5@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape
<u>POST 05/16</u>	:	<u>APPLICATION DEVELOPER (JAVA) REF NO: HR4/25/05/53HO</u> Re-advertisement, applicants who previously applied must re-apply.
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	A Qualification (NQF Level 6) Recognised by SAQA in Information Technology / Computer Science or Informatics. Four (4) years' experience in ICT environment providing application software development services. Knowledge: Software language and associated development platforms and tools with strong focus on JAVA technologies, Enterprise Architecture Development and Deployments, Specialist knowledge on Java Enterprise Java Bean (EJB) Technologies, Specialist knowledge of JavaScript/Son and JBOSS/Tomcat Web deployments, Service Orientated Architecture Implementations and Linux Operating Systems (Preferably RHEL), Backend Oracle Systems and Java Integration (JDBC, OLE etc), Multi-tier Software architectures and interfaces, Software development lifecycle (SDLC), IT service management principles for Incident, Change, Problem and Release process, Knowledge of development frameworks such as ITIL (Information Technology Library and the Microsoft Operations Framework. Batho Pele Principles, Departmental Procedures and Processes, Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations. Skills: Development of template-based web content Management solution, web application architecture, Integration into other applications and database, Designing of Database Architecture Documentation including ERDs and Date Flow Diagrams, Enterprise-level Database Administration with multiple users, Software testing, including unit integration and acceptance testing and etc., SharePoint Object Model, PL/SQ, SharePoint Designer, Visio, InfoPath, Visual Studio, JAVA and PowerShell, Application development using integrated Development Environment (IDE) such as Visual Studio, Eclipse and NetBeans, Strong Analytical and Problem Solving Communication, Time Management, Planning and Organizing.
<u>DUTIES</u>	:	Develop and Document technical design for customized software applications. Provide support and maintenance of customized software applications. Develop applications according to the defined standards and best practice principles that meet the defined user functional requirements.
<u>ENQUIRIES</u>	:	Mr V Pillay Tel No: (012) 309 4636. Email: Jobs-HQ11@labour.gov.za
<u>APPLICATIONS</u>	:	The Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>POST 05/17</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: HR4/26/02/02HO</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office: Pretoria
<u>REQUIREMENTS</u>	:	A qualification at NQF6 as Recognised by the South African Qualification Authority (SAQA) in Human Resources Management/ Development/ Training & Development/ Management of Training/ Public management/ Industrial and Organisational Psychology. Four (4) years' experience of which two (2) at Supervisory level and two (2) years functional experience in Human Resource Development/ Training and Development services. Knowledge: Skills Development Act, Public Service Human Resource Development, Management principles and practices, Public service rules and regulations, Batho Pele Principles, Public Finance Management Act, DoL policies and procedures, Computer usage (MS-Excel, MS-Word, MS-PowerPoint, MS-Access and MS-Project), Management information system. Skills: Time management, Stress management, Team building Managerial (Plan, organise, coordinate and control), Communication skills incl. presentation skills, report writing skills and interviewing, Training, mentoring and coaching, Diversity management skills, Problem solving skills, Project Management, Quality management, Interpersonal skills.
<u>DUTIES</u>	:	Facilitate the implementation of the Human Resource Development Strategy. Coordinate the development and implementation of Workplace Skills Plan. Facilitate Generic and Programme specific training as per specifications. Coordinate Learnership and internship Programme. Monitor Bursary

<u>ENQUIRIES</u>	Programmes within the department. Monitor and Facilitate the orientation of newly appointed staff and proper integration within the department.
<u>APPLICATIONS</u>	Mr. BD Jones Tel No: (012) 309 4974
	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ2@labour.gov.za
<u>FOR ATTENTION</u>	Sub-directorate: Human Resources Operations, Head Office
<u>POST 05/18</u>	<u>SENIOR PRACTITIONER: EMPLOYMENT EQUITY REF NO: HR4/26/02/03HO</u>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Head Office: Pretoria
<u>REQUIREMENTS</u>	Three-year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Administration/ Public Management/ Human Resources. Three (3) years functional experience in the Employment Equity environment. Knowledge: ILO Conventions especially conventions 100 and 111, Public Finance Management Act, Public Service Act, Codes of Good Practices of EE, Departmental Policies and Procedures, Policy Formulation, Transformation and Change. Skills: Verbal and written communication, Planning and organizing, Minutes taking, Interpersonal relations, Interpersonal, Computer literacy, Analytical, Presentation.
<u>DUTIES</u>	Provide technical support on policy matters required by the Sub-Directorate and the Commission for Employment Equity (CEE). Provide support in the development of work plans and budgets in the Sub-Directorate and CEE. Provide administrative support services to the Sub-Directorate and the CEE. Provide logistical support services to the Sub-Directorate and the CEE.
<u>ENQUIRIES</u>	Mr N Singh Tel No: (012) 309 4034
<u>APPLICATIONS</u>	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. E-mail: Jobs-HQ3@labour.gov.za
<u>FOR ATTENTION</u>	Sub-directorate: Human Resources Operations, Head Office
<u>POST 05/19</u>	<u>EMPLOYMENT SERVICE PRACTITIONER ESP2 (X4 POSTS)</u>
<u>SALARY</u>	R397 116 – R467 790 per annum
<u>CENTRE</u>	Labour Centre: Paarl Ref No: HR4/4/10/608 (X1 Post) Labour Centre: Worcester Ref No: HR4/4/10/609 (X1 Post) Labour Centre: Vredenburg Ref No: HR4/4/10/610 (X1 Post) Labour Centre: Somerset West Ref No: HR4/4/10/651 (X1 Post)
<u>REQUIREMENTS</u>	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/Business Management/Public Management. Valid driver's license. Two (2) years functional experience in a client-oriented environment. Knowledge: Employment Service Act, 17 Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management, Public Financial Management Act, ILO conventions related to PES. Skills: Planning and organising, Communication Skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<u>DUTIES</u>	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Schemes. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES</u>	Ms K Fuller Tel No: (021) 441 8119
<u>APPLICATIONS</u>	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. E-mail: Jobs-WC6@labour.gov.za
<u>FOR ATTENTION</u>	Sub-directorate: Human Resources Management, Western Cape
<u>POST 05/20</u>	<u>SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS (X51 POSTS)</u>
<u>SALARY</u>	R397 116 per annum
<u>CENTRE</u>	Labour Centre: Beaufort West Ref No:HR4/4/10/611 (X3 Posts) Labour Centre: Bellville Ref No:HR4/4/10/612 (X2 Posts)

Satellite Office: Goodwood Ref No:HR4/4/10/613 (X1 Post)
Labour Centre: Cape Town Ref No:HR4/4/10/614 (X2 Posts)
Satellite Office: Atlantis Ref No:HR4/4/10/615 (X2 Posts)
Satellite Office: Athlone Ref No:HR4/4/10/616 (X2 Posts)
Labour Centre: Paarl Ref No:HR4/4/10/617 (X1 Post)
Labour Centre: George Ref No:HR4/4/10/618 (X2 Posts)
Labour Centre: Knysna Ref No:HR4/4/10/619 (X3 Posts)
Satellite Office: Plettenberg Bay Ref No:HR4/4/10/620 (X3 Posts)
Labour Centre: Mitchells Plain Ref No:HR4/4/10/621 (X3 Posts)
Satellite Office: Nyanga Ref No:HR4/4/10/622 (X3 Posts)
Labour Centre: Mossel Bay Ref No:HR4/4/10/623 (X3 Posts)
Satellite Office: Swellendam Ref No:HR4/4/10/624 (X3 Posts)
Labour Centre: Oudtshoorn Ref No:HR4/4/10/625 (X2 Posts)
Labour Centre: Vredenburg Ref No:HR4/4/10/626 (X3 posts)
Satellite Office: Vredendal Ref No:HR4/4/10/627 (X2 Posts)
Labour Centre: Worcester Ref No:HR4/4/10/628 (X4 Posts)
Satellite Office: Ceres Ref No:HR4/4/10/629 (X2 Posts)
Satellite Office: De Doorns Ref No:HR4/4/10/630 (X3 Posts)
Labour Centre: Somerset West Ref No:HR4/4/10/631 (X2 Posts)

<u>REQUIREMENTS</u>	: An undergraduate qualification in Operations Management/ Public Management or Administration/ Business Administration or Management/ Financial Accounting/ Finance at NQF 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment /Claims Processing environment or Insurance environment. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Polices and Procedure, Operation System, Batho Pele Principles, Protection of Personnel Information Act (POPI), Public Financial Management Act (PFMA), Treasury Regulations. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer literacy, Problem Solving, Planning and Organizing, Dedicated, Team Player, Innovative, Supportive, Self-Motivated.
<u>DUTIES</u>	: Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources.
<u>ENQUIRIES</u>	: Beaufort West- Ms. V Theron Tel No: (023) 285 0981, Bellville/Goodwood- Mr F Carstens Tel No: (021) 941 7002, Paarl- Ms D Lotz Tel No: (021) 065 5435, George- Mr. M Charles Tel No: (044) 801 1223 Knysna/Plettenberg Bay- Ms. C Windwaai Tel No: (044) 302 6800, Mitchells Plain/Nyanga- Mr F Creighton Tel No: (021) 065 4990 Mossel Bay/Swellendam- Mr C Minnies Tel No: (044) 285 0260, Oudtshoorn- Ms A Van Wyk Tel No: (044) 285 1340 Vredenburg/Vredendal- Ms. J Le Fleur Tel No: (022) 065 0815, Somerset West- Ms E Liebenberg Tel No: (021) 065 7200
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town For email: Beaufort West, WCJobs-BEA@LABOUR.gov.za Bellville, WCJobs-BELL@LABOUR.gov.za Goodwood, WCJobs-GW@LABOUR.gov.za Cape Town, WCJobs-CTN@LABOUR.gov.za Atlantis, WCJobs-ATL@LABOUR.gov.za Athlone, WCJobs-ATH@LABOUR.gov.za Paarl, WCJobs-PRL@LABOUR.gov.za George, WCJobs-GRG@LABOR.gov.za Knysna, WCJobs-KNS@LABOUR.gov.za Plettenberg Bay, WCJobs-PLE@LABOUR.gov.za Mitchells Plain, WCJobs-MP@LABOUR.gov.za Nyanga, WCJobs-NYG@LABOUR.gov.za Mossel Bay, WCJobs-MBY@LABOUR.gov.za Swellendam, WCJobs-SD@LABOUR.gov.za Oudtshoorn, WCJobs-OUD@LABOUR.gov.za Vredenburg/Vredendal, WCJobs-VRD@LABOUR.gov.za Somerset West, WCJobs-SW@LABOUR.gov.za
<u>FOR ATTENTION</u>	: Sub-directorate: Human Resources Management, Western Cape
<u>POST 05/21</u>	: <u>INSPECTOR BCEA (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R325 101 per annum Labour Centre: Bellville Ref No: HR4/4/10/632 (X1 Post)

<u>REQUIREMENTS</u>	Labour Centre: Cape Town Ref No: HR4/4/10/633 (X1 Post) Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.
<u>DUTIES</u>	To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Ms K Fuller Tel No: (021) 441 8119 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For online: WC.BCEA@LABOUR.gov.za
<u>FOR ATTENTION</u>	Sub-directorate: Human Resources Management, Western Cape.
<u>POST 05/22</u>	<u>INSPECTOR BCEA (X3 POSTS)</u>
<u>SALARY</u> <u>CENTRE</u>	R269 499 per annum Labour Centre: Vredenburg Ref No: HR4/4/10/634 (X1 Post) Labour Centre: Somerset West Ref No: HR4/4/10/635 (X1 Post) Labour Centre: Beaufort West Ref No: HR4/4/10/636 (X1 Post)
<u>REQUIREMENTS</u>	Three (3) year tertiary qualification National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Labour relations Act, Compensation for Occupational Injuries and Diseases Act, Occupational Health and Safety Act, UI Contributions, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act. Skills: Facilitation, Planning organizing, Leadership, Compute literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical.
<u>DUTIES</u>	To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Ms. K Fuller Tel No: (021) 441 8119 Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For online: WC.BCEA@LABOUR.gov.za
<u>FOR ATTENTION</u>	Sub-directorate: Human Resources Management, Western Cape.
<u>POST 05/23</u>	<u>UI CLAIMS OFFICER (X141 POSTS)</u>
<u>SALARY</u> <u>CENTRE</u>	R269 499 per annum Labour Centre: Beaufort West Ref No: HR4/4/10/637 (X13 Posts) Labour Centre: Cape Town Ref No: HR4/4/10/638 (X12 Posts) Satellite Office: Atlantis Ref No: HR4/4/10/639 (X5 Posts) Satellite Office: Athlone Ref No: HR4/4/10/640 (X11 Posts) Labour Centre: George Ref No: HR4/4/10/641 (X10 Posts) Labour Centre: Knysna Ref No: HR4/4/10/642 (X12 Posts) Satellite Office: Plettenberg Bay Ref No: HR4/4/10/643 (X12 Posts) Labour Centre: Mitchells Plain Ref No: HR4/4/10/644 (X9 Posts) Satellite Office: Nyanga Ref No: HR4/4/10/645 (X12 Posts) Labour Centre: Mossel Bay Ref No: HR4/4/10/646 (X13 Posts) Labour Centre: Oudtshoorn Ref No: HR4/4/10/647 (X9 Posts)

<u>REQUIREMENTS</u>	Labour Centre: Vredenburg Ref No: HR4/4/10/648 (X18 Posts) Satellite Office: Vredendal Ref No: HR4/4/10/649 (X10 Posts) Grade 12/ Senior Certificate. 0 to 6 months' experience. 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 and written), Listening, Computer Literacy, Customer Relations, Decision Making.
<u>DUTIES</u>	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 time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.
<u>ENQUIRIES</u>	Beaufort West- Ms V Theron Tel No: (023) 285 0981, George- Mr M Charles Tel No: (044) 801 1223 Knysna/Plettenberg Bay- Ms C Windwaai Tel No: (044) 302 6800 Mitchells Plain/Nyanga- Mr F Creighton Tel No: (021) 065 4990 Mossel Bay- Mr C Minnies Tel No: (044) 285 0260 Oudtshoorn- Ms. A Van Wyk Tel No: (044) 285 1340 and Vredenburg/Vredendal- Ms. J Le Fleur Tel No: (022) 065 0815
<u>APPLICATIONS</u>	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For online: Beaufort West, WCJobs-BEA@LABOUR.gov.za For online Cape Town, WCJobs-CTN@LABOUR.gov.za For online Atlantis, WCJobs-ATL@LABOUR.gov.za For online Athlone, WCJobs-ATH@LABOUR.gov.za For online George, WCJobs-GRG@LABOR.gov.za For online Knysna, WCJobs-KNS@LABOUR.gov.za For online Plettenberg Bay, WCJobs-PLE@LABOUR.gov.za For online Mitchells Plain, WCJobs-MP@LABOUR.gov.za For online Nyanga, WCJobs-NYG@LABOUR.gov.za For online Mossel Bay, WCJobs-MBY@LABOUR.gov.za For online Oudtshoorn, WCJobs-OUD@LABOUR.gov.za For online Vredenburg/Vredendal, WCJobs-VRD@LABOUR.gov.za For online Somerset West, WCJobs-SW@LABOUR.gov.za Sub-directorate: Human Resources Management, Western Cape
<u>FOR ATTENTION</u>	
<u>POST 05/24</u>	<u>CLIENT SERVICE OFFICER: ASSESSOR (X45 POSTS)</u>
<u>SALARY CENTRE</u>	R269 499 per annum Labour Centre: Butterworth but stationed at Centane Satellite Office-Ref: HR4/4/10/01 (X1 Post) Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/10/02 (X1 Post) Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/10/03 (X1 Post) Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/10/04 (X1 Post) Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/10/05 (X1 Post) Cradock Labour Centre Ref No: HR4/4/10/06 (X1 Post) Labour Centre: Cradock but stationed at Somerset East Satellite Office Ref No: HR4/4/10/07 (X1 Post) Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/10/08 (X1 Post) Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR4/4/10/09 (X1 Post) Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR4/4/10/10 (X1 Post) Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR4/4/10/11 (X1 Post) Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR4/4/10/12 (X1 Post) Labour Centre: Graaf-Reinet Ref No: HR4/4/9/13 (X1 Post) Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR4/4/10/14 (X1 Post) Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR4/4/10/15 (X1 Post)

Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR/4/4/10/16 (X1 Post)

Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR/4/9/10/17 (X1 Post)

Labour Centre: Kariega but stationed at Misgund Satellite Office Ref No: HR/4/4/10/18 (X1 Post)

Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR/4/4/10/19 (X1 Post)

Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR/4/4/10/20 (X1 Post)

Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR/4/4/10/21 (X1 Post)

Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref No: HR/4/4/10/22 (X1 Post)

Labour Centre: Komani Labour Centre Ref No: HR/4/4/10/23 (X1 Post)

Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR/4/4/10/24 (X1 Post)

Labour Centre: Komani but stationed at Cofimvaba Satellite Office Ref No: HR/4/4/10/25 (X1 Post)

Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR/4/4/10/26 (X1 Post)

Labour Centre: Komani but stationed at Whittlesea Satellite Office Ref No: HR/4/4/10/27 (X1 Post)

Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR/4/4/10/28 (X1 Post)

Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR/4/4/10/29 (X1 Post)

Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR/4/4/10/30 (X1 Post)

Labour Centre: Makanda Labour Centre-Ref No: HR/4/4/10/31 (X1 Post)

Labour Centre: Makanda but stationed at Port Alfred Satellite Office Ref No: HR/4/4/10/32 (X1 Post)

Labour Centre: Maletsu Labour Centre Ref No: HR/4/4/10/33 (X1 Post)

Labour Centre: Maletsu but stationed at Sterkspruit Satellite Office Ref No: HR/4/4/10/34 (X1 Post)

Labour Centre: Mdantsane but stationed at Berlin Satellite Office Ref No: HR/4/4/10/35 (X1 Post)

Labour Centre: Mthatha Labour Centre Ref No: HR/4/4/10/36 (X1 Post)

Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR/4/4/10/37 (X2 Posts)

Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR/4/4/10/38 (X1 Post)

Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR/4/4/10/39 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR/4/4/10/40 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/10/41 (X1 Post)

Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/10/42 (X1 Post)

Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/10/43 (X1 Post)

Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/10/44 (X1 Post)

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), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

REQUIREMENTS

:

Provide screening services, Process applications for UIF Benefits, Register payment continuation forms, Provide administrative functions.

DUTIES

:

Ms N Getyeza Tel No: (047) 491 0656

Ms. L Nongena Tel No: (039) 254 7201

Mr. T Mgudane Tel No: (046) 645 7700

Ms. N Mkonto Tel No: (048) 881 3010
Mr. S Mshumpela Tel No: (049) 892 2142
Mr. M Njamela Tel No: (043) 702 7500
Ms. W Koba Tel No: (041) 995 7047
Mr. L Mduduma Tel: 043 761 3151
Ms. S Zaula Tel No: (047) 501 5600
Ms. N Mtwa Tel No: (039) 253 1996
Mr. S Thambo Tel No: (045) 807 5477
Ms. N Ntlokwana Tel No: (046) 622 2104
Mr. Mbande Tel No: (043) 718 8380
Mr. R Mbali Tel No: (051) 633 2633
Ms. N Mvanyashe Tel No: (045) 932 1077

<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets Butterworth, 4960. Email: Jobs-ECBTW@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street emaXesibeni 4735. Email: Jobs-ECMTA@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old Teba Building Fort Beaufort, 5720. Email: Jobs-ECFOB@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 38, Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock, 5880. Email: Jobs-ECCRД@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 342, Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet, 6280. Email: Jobs-ECGRN@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X9084, East London, 5200, Hand deliver at 10 Chr. Oxford and Hill Street, IG Building East London 5201. Email: Jobs-ECELN@labour.gov.za Deputy Director: Labour Centre Operations, P.O. Box 562, Kariega, 6230, Hand deliver at 15A Chase Street Kariega, 6230. Email: Jobs-ECUHT@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X19, Mdantsane, 5219, Hand deliver at No.1 Mazaula Street NU1 Mdantsane, 5219. Email: Jobs-ECMDS@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X5080, Mthatha, 5100, Hand deliver at No.8 Cnr Maderia and Elliot Street, Mthatha, 5100 Email Jobs-ECUTT@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road Komani, 5320. Email: Jobs-ECQTN@labour.gov.za Deputy Director: Labour Centre Operations, PO Box X42, Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X1002, Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki, 4820. Email: Jobs-ECLSS@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 397, Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-ECMCR@labour.gov.za Deputy Director: Labour Centre Operations, PO Box X148, Maletsuai, 9750, Hand deliver at 80b Somerset Street Maletsuai, 9750. Email: Jobs-ECALN@labour.gov.za Deputy Director: Labour Centre Operations, PO Box 260, Qonce, 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@labour.gov.za Deputy Director: Labour Centre Operations
<u>FOR ATTENTION</u>	:	

GRADUATE INTERNSHIP PROGRAMMES FOR THE PERIOD OF 24 MONTHS

The Department of Employment and Labour (Compensation Fund) would like to invite qualifying applicants to apply for Graduate Internship programme) for the period of 24 months. The Graduate Internship Programmes are meant to provide work exposure to graduates for the period of twenty (24) months and the applicants must be unemployed, never participated in the Graduate Internship Programmes previously.

<u>CLOSING DATE</u>	:	27 February 2026 at 16:00 (walk-in) and 23:59 midnight (online)
<u>NOTE</u>	:	The Department of Employment and Labour (Compensation fund) invites South African unemployed graduates to apply for the internship programme. The internship is meant to provide work exposure to graduates related to their qualifications for a period of twenty-four (24) months from the date of

appointment. Applicants must be unemployed and never participated in any internship programme previously. Application quoting the relevant reference number must be submitted through the addresses depicted above or use the correct email address associated with the post. Applicants are not required to submit copies of qualifications and other relevant documents on applications. Only an updated comprehensive CV and a completed initialled and signed new Z83 application form is required, 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. 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. Affidavit confirming that you have not participated in a similar programme before may be required during the invitation to an interview stage. Non-RSA Citizens/Permanent Resident Permit/ should you in possession of foreign qualifications; it must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). 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. Applicants who do not comply with the above-mentioned requirements and instructions will not be considered. Due to the large number of applications we envisage to receive, application will not be acknowledged, if you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only. Therefore, only shortlisted candidates will be required to submit their qualifications and other supporting documents on or before the date of the interview. The successful candidate will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Applicants must declare any pending criminal, disciplinary or any other allegations /investigations against them. Should this be uncovered during/ after the interview took place, the application will not be considered and in the unlikely event, that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security screening process. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. The Department reserves the right not to make any appointment(s) to the below advertised post(s)

OTHER POSTS

<u>POST 05/25</u>	:	<u>FINANCE: INTERNSHIP REF NO: HR 5/1/2/3/1 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month
	:	KwaZulu Natal Provincial Office
	:	Three-year tertiary qualification (NQF Level 6) in Public Finance Management/ Cost and Management Accounting/ Financial Accounting/Accounting/ Management Financial Information System.
<u>DUTIES</u>	:	Assist with procurement processes for the Fund, assist in analysis of compensation of employee's spreadsheets for verification of employees and employee cost, assist in asset verification and reconciliation and assist in administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms V Maninjwa Tel No: (031) 366 2026
	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban, 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management KwaZulu Natal Provincial Office
<u>POST 05/26</u>	:	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/2</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month
	:	KwaZulu Natal Provincial Office
	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Public Administration/ Business Administration/ Management/ Administrative Management.

<u>DUTIES</u>	:	Provide Administrative functions to medical service Render Administrative functions.
<u>ENQUIRIES</u>	:	Ms V Maninjwa Tel No: (031) 366 2026
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban, 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management KwaZulu Natal Provincial Office
<u>POST 05/27</u>	:	<u>ADMIN ASSISTANCE: INTERNSHIP OFFICE OF THE DIRECTOR & DEPUTY DIRECTOR: REF NO: HR 5/1/2/3/3</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	KwaZulu Natal Provincial Office
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Public Administration/ Business Administration/ Management/Administrative Management/ Financial Accounting.
<u>DUTIES</u>	:	Render Administrative functions to Director and Deputy Director.
<u>ENQUIRIES</u>	:	Ms V Maninjwa Tel No: (031) 366 2026
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management KwaZulu Natal Provincial Office
<u>POST 05/28</u>	:	<u>CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/4 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Durban Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management / Administrative Management / Financial Accounting.
<u>DUTIES</u>	:	Assist with claim registration. Prepare documents for compensation benefits. Respond to claim enquiries. Assist in administrative duties.
<u>ENQUIRIES</u>	:	Ms V Maninjwa Tel No: (031) 366 2026
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban, 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management KwaZulu Natal Provincial Office
<u>POST 05/29</u>	:	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/5 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Durban Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management / Administrative Management / Financial Accounting / Human Resource Management / Auditing.
<u>DUTIES</u>	:	Receive, assess and validate medical invoices. Capture medical invoices, refunds and travelling expenses. Resolves allocated enquiries.
<u>ENQUIRIES</u>	:	Ms V Maninjwa Tel No: (031) 366 2026
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management KwaZulu- Natal Provincial Office
<u>POST 05/30</u>	:	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/6</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Durban Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management / Administrative Management.
<u>DUTIES</u>	:	Provide Administrative functions to medical service. Render Administrative functions.
<u>ENQUIRIES</u>	:	Ms V Maninjwa Tel No: (031) 366 2026
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Kwazulu Natal Provincial Office

<u>POST 05/31</u>	<u>CLAIMS REGISTRATION INTERNSHIP REF NO: HR 5/1/2/3/7</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	R7 860.50 per month Pietermaritzburg labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management / Administrative Management / Financial Accounting.
<u>DUTIES</u>	Assist with claim registration. Prepare documents for compensation benefits. Respond to claim enquiries. Assist in administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	Ms V Maninjwa Tel No: (031) 366 2026 Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management KwaZulu Natal Provincial Office
<u>POST 05/32</u>	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/8 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	R7 860.50 per month Pietermaritzburg labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management/Administrative Management / Financial Accounting / Human Resource Management/Auditing.
<u>DUTIES</u>	Receive, assess and validate medical invoices. Capture medical invoices, refunds and travelling expenses. Resolves allocated enquiries.
<u>ENQUIRIES APPLICATIONS</u>	Ms V Maninjwa Tel No: (031) 366 2026 Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management KwaZulu Natal Provincial Office
<u>POST 05/33</u>	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/9</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	R7 860.50 per month Pietermaritzburg labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration / Management/Administrative Management.
<u>DUTIES</u>	Provide Administrative functions to medical service. Render Administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	Ms V Maninjwa Tel No: (031) 366 2026 Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management KwaZulu Natal Provincial Office
<u>POST 05/34</u>	<u>CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/10 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	R7 860.50 per month Richard Bay labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management / Public Administration / Business Administration Management / Administrative Management / Financial Accounting.
<u>DUTIES</u>	Assist with claim registration. Prepare documents for compensation benefits. Respond to claim enquiries. Assist in administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	Ms V Maninjwa Tel No: (031) 366 2026 Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management KwaZulu Natal Provincial Office
<u>POST 05/35</u>	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/11</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	R7 860.50 per month Richard Bay labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management/Public Administration / Business Administration Management / Administrative Management / Financial Accounting / Human Resource Management / Auditing.

<u>DUTIES</u>	:	Receive, assess and validate, medical invoices. Capture medical invoices, refunds and travelling expenses. Resolves allocated enquiries.
<u>ENQUIRIES</u>	:	Ms V Maninjwa Tel No: (031) 366 2026
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 267 Anton Lembede Street Royal Hotel, Durban 4001. Email to: JOBS-KZN8@labour.gov.za or JOBS-KZN14@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management KwaZulu Natal Provincial Office
<u>POST 05/36</u>	:	<u>FINANCE COID SUB DIRECTORATE: INTERNSHIP REF NO: HR 5/1/2/3/12</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Gauteng Provincial Office
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Finance/Accounting.
<u>DUTIES</u>	:	Assisting with financial process for CF and between COID GP and DEL.
<u>ENQUIRIES</u>	:	Mr P Phooko at 064 864 4652
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Gauteng Provincial Office
<u>POST 05/37</u>	:	<u>CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/13 (X5 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Johannesburg Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Operations Management.
<u>DUTIES</u>	:	Checking claims documents for completeness. Registration of claims. Contact employers for outstanding documents.
<u>ENQUIRIES</u>	:	Mr P Phooko at 064 864 4652
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Gauteng Provincial Office
<u>POST 05/38</u>	:	<u>CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/14 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration.
<u>DUTIES</u>	:	Checking claims documents for completeness. Registration of claims. Contact employers for outstanding documents.
<u>ENQUIRIES</u>	:	Mr P Phooko at 064 864 4652
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Gauteng Provincial Office
<u>POST 05/39</u>	:	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/15</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Pretoria Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management / Public Administration/ Nursing.
<u>DUTIES</u>	:	Assist in capturing and processing of medical invoices.
<u>ENQUIRIES</u>	:	Mr P Phooko at: 064 864 4652
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Gauteng Provincial Office
<u>POST 05/40</u>	:	<u>CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/16 (X4 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Delta Heights
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management / Public Administration / Nursing / Auditing / Human Resource Management.
<u>DUTIES</u>	:	Check completeness of documents for claims. Registration of claims.
<u>ENQUIRIES</u>	:	Mr P Phooko at 064 864 4652
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Gauteng Provincial Office

<u>POST 05/41</u>	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/17 (X3 POSTS)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Delta Heights
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management / Public Administration / Nursing.
<u>DUTIES</u>	: Assist in capturing and processing of medical invoices.
<u>ENQUIRIES</u>	: Mr P Phooko at 064 864 4652
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Gauteng Provincial Office
<u>POST 05/42</u>	<u>HUMAN RESOURCE MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/18</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Delta Heights
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Human Resource Management.
<u>DUTIES</u>	: Assist with HRM processes.
<u>ENQUIRIES</u>	: Mr P Phooko at 064 864 4652
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Gauteng Provincial Office
<u>POST 05/43</u>	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/19 (X2 POSTS)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Delta Heights
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Nursing.
<u>DUTIES</u>	: Capture and maintain medical services statistics Update chronic patients lists and stats. Check capture stats for correctness before CF HO submissions. Coordinate reports and reports for RR, Assistive requests and Frail care.
<u>ENQUIRIES</u>	: Mr P Phooko at Tel No: 064 864 4652
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, 47 Empire Road, Parktown Email to: Jobs-GPCF1@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Gauteng Provincial Office
<u>POST 05/44</u>	<u>ADMIN ASSISTANCE QUALITY ASSURANCE LABOUR CENTRE SUPPORT: INTERNSHIP REF NO: HR 5/1/2/3/20 (X3 POSTS)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Limpopo Provincial Office
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Office Management / Public Management / Business Management / Public Administration
<u>DUTIES</u>	: Attend to Ministerial and telephonic enquiries. Record management, consolidate and prepare monthly reports. Scanning and, Filing, provide secretariat support, Assist with traveling logistics. Attend to visitors, make necessary appointments, collect document, Track documents, Extract mid-month performance of Labour centre. Monitor submission of performance and quality assurance of AGSA request e.g. RFI/COMAF" S
<u>ENQUIRIES</u>	: Ms S Lebogo Tel No: (015) 290 1662/1768/1699
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-LP@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Limpopo Provincial Office
<u>POST 05/45</u>	<u>LEGAL SUPPORT: INTERNSHIP REF NO: HR 5/1/2/3/21 (X2 POSTS)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Limpopo Provincial Office
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Finance/ Accounting/ Cost and Management Accounting/ BCOM Law/ LLB.
<u>DUTIES</u>	: Finance Support. Assist in CF Management Budget and Asset. Assist in Verification of CF Expenditure
<u>ENQUIRIES</u>	: Ms S Lebogo Tel No: (015) 290 1662/1768/1699

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-LP@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Limpopo Provincial Office
<u>POST 05/46</u>	:	<u>ASSISTANT DIRECTOR: SUPPORT: INTERNSHIP REF NO: HR 5/1/2/3/22 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month
	:	Limpopo Provincial Office
	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Management / Financial Accounting / Accounting / Human Resource Management.
<u>DUTIES</u>	:	Assist in compilation of Monthly stats for Assistive device, Pre-Authorization, Re-opening, Rehab and Rehabilitation case management. Assist in capturing and updating a data for chronic, assistive device and Chronic Medication Client. Attend to Ministerial, telephonic and H/ enquiries. Attend to Walk-in clients Manage monthly minutes, registers and coordination of invites and meetings. Assist in Bookings/Accommodation and fleet.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-LP@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Limpopo Provincial Office
<u>POST 05/47</u>	:	<u>CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/23</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month
	:	Modimolle Labour Centre
	:	Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management/ Operations Management/ Financial Accounting/ Accounting/ Human Resource Management.
<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, Claim registration, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-MOD@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Limpopo Provincial Office
<u>POST 05/48</u>	:	<u>CUSTOMER CARE AND QUALITY ASSURANCE: INTERNSHIP REF NO: HR 5/1/2/3/24 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month
	:	Modimolle Labour Centre
	:	Three-year tertiary qualification (NQF Level 6) in Operations Management.
<u>DUTIES</u>	:	Handle all services related queries and complaints. Assist employer's services at the Kiosk. Register the claims on the operational system. Queue Management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1662/1768/ 1699
	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-MOD@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Limpopo Provincial Office
<u>POST 05/49</u>	:	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/25 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month
	:	Modimolle Labour Centre
	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting / Human Resource Management.
<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, Stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699
	:	Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-MOD@labour.gov.za

<u>FOR ATTENTION</u>	:	Human Resource Management Limpopo Provincial Office
<u>POST 05/50</u>	:	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/26</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Modimolle Labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Financial Accounting / Accounting / Human Resource Management.
<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, attend to walk-in clients, manage and update medical reports, Record and prepare, request outstanding information, submissions, receive incoming claims, check claims acceptance, Compile letters, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699 Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-MOD@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Limpopo Provincial Office
<u>POST 05/51</u>	:	<u>CLAIM REGISTRATION QUALITY ASSURANCE AND CUSTOMER CARE: INTERNSHIP REF NO: HR 5/1/2/3/27 (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Polokwane Provincial Office Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Financial Accounting / Accounting / Human Resource Management.
<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, claim registration, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699 Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-PLK@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Limpopo Provincial Office
<u>POST 05/52</u>	:	<u>CLAIM REGISTRATION QUALITY ASSURANCE AND CUSTOMER CARE: INTERNSHIP REF NO: HR 5/1/2/3/28 (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Polokwane Provincial Office Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Financial Accounting / Accounting / Human Resource Management.
<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699 Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-PLK@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Limpopo Provincial Office
<u>POST 05/53</u>	:	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/29 (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Polokwane Provincial Office Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Financial Accounting / Accounting / Human Resource Management.
<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, attend to walk-in clients, manage and update medical reports, Record and prepare, request outstanding information, submissions, receive incoming claims, check claims acceptance, Compile letters, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Lebogo Tel No: (015) 290 1662/1768/1699 Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-PLK@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Limpopo Provincial Office

<u>POST 05/54</u>	<u>CLAIM REGISTRATION QUALITY ASSURANCE AND CUSTOMER CARE: INTERNSHIP REF NO: HR 5/1/2/3/30 (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	: R7 860.50 per month : Tzaneen Labour Centre : Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management/ Operations Management.
<u>DUTIES</u>	: Record management, Scanning, Filing, Enquiries, claim registration, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	: Ms S Lebogo Tel No: (015) 290 1662/1768/1699 : Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-TZN@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Limpopo Provincial Office
<u>POST 05/55</u>	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/31 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	: R7 860.50 per month : Tzaneen Labour Centre : Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management/ Social Science/ Human Resource Management.
<u>DUTIES</u>	: Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	: Ms S Lebogo Tel No: (015) 290 1662/1768/1699 : Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-TZN@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Limpopo Provincial Office
<u>POST 05/56</u>	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/32 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	: R7 860.50 per month : Tzaneen Labour Centre : Three-year tertiary qualification (NQF Level 6) in Public Management/ Business Management/ Social Science/ Human Resource Management.
<u>DUTIES</u>	: Record management, Scanning, Filing, Enquiries, attend to walk-in clients, manage and update medical reports, Record and prepare, request outstanding information, submissions, receive incoming claims, check claims acceptance, Compile letters, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	: Ms S Lebogo Tel No: (015) 290 1662/1768/1699 : Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane Email to: CFJobs-TZN@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Limpopo Provincial Office
<u>POST 05/57</u>	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/33 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	: R7 860.50 per month : Mpumalanga Provincial Office : Three-year tertiary qualification (NQF Level 6) in Public Administration/ Human Resource Management/ Marketing/ Office Administration/ Administrative Management/ Bachelor of Administration.
<u>DUTIES</u>	: Daily stats reporting. POE, checklists and general administration. Record management Scanning, Filing, Enquiries, attend to walk-in clients, Record and prepare statistics, request outstanding information, submissions, receive incoming claims, check claims acceptance.
<u>ENQUIRIES APPLICATIONS</u>	: Mr Oko Mpongwana, and Ms Tebogo Mohlala Tel No: (013) 655 8700 : Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni Email to: Jobs-MPU-HRD@LABOUR.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Mpumalanga Provincial Office
<u>POST 05/58</u>	<u>ASSISTANT ADMIN DIRECTOR'S OFFICE: INTERNSHIP REF NO: HR 5/1/2/3/34</u>
<u>STIPEND CENTRE</u>	: R7 860.50 per month : Mpumalanga Provincial Office

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Administration/ Human Resource Management/ Marketing/ Office Administration/ Administrative Management/ Bachelor of Administration.
<u>DUTIES</u>	:	Administrations. Minutes taking. Preparation of MOs. Record management. Scanning, Filing, Enquiries, attend to walk-in clients, Record and prepare statistics, request outstanding information, submissions, receive incoming claims, check claims acceptance.
<u>ENQUIRIES</u>	:	Mr Oko Mpungwana, and Ms Tebogo Mohlala Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035.Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni Email to: Jobs-MPU-HRD@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Mpumalanga Provincial Office
<u>POST 05/59</u>	:	<u>COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/35 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Secunda Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Human Resource Management / Marketing / Office Administration / Administrative Management / Bachelor of Administration.
<u>DUTIES</u>	:	Daily stats reporting POE, checklists and general administration.
<u>ENQUIRIES</u>	:	Mr Oko Mpungwana, and Ms Tebogo Mohlala Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035.Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni Email to: Jobs-MPU-HRD@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Mpumalanga Provincial Office
<u>POST 05/60</u>	:	<u>COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/36 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Mbombela Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Human Resource Management / Marketing / Office Administration / Administrative Management/ Bachelor of Administration.
<u>DUTIES</u>	:	Daily stats reporting POE, checklists and general administration.
<u>ENQUIRIES</u>	:	Mr Oko Mpungwana, and Ms Tebogo Mohlala Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035.Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni Email to: Jobs-MPU-HRD@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Mpumalanga Provincial Office
<u>POST 05/61</u>	:	<u>COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/37 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Emalahleni Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Administration / Human Resource Management / Marketing / Office Administration / Administrative Management / Bachelor of Administration.
<u>DUTIES</u>	:	Daily stats reporting POE, checklists and general administration.
<u>ENQUIRIES</u>	:	Mr Oko Mpungwana, and Ms Tebogo Mohlala Tel No: (013) 655 8700
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035.Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni Email to: Jobs-MPU-HRD@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Mpumalanga Provincial Office
<u>POST 05/62</u>	:	<u>FINANCE: INTERNSHIP REF NO: HR 5/1/2/3/38</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Northwest Provincial Office
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Finance / Accounting / Bcom / Cost and Management Accounting.
<u>DUTIES</u>	:	CF Finance in COID Operations.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Northwest Provincial Office

<u>POST 05/63</u>	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/39</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Northwest Provincial Office
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Nursing and Nursing related qualification.
<u>DUTIES</u>	: Medical services within the Province.
<u>ENQUIRIES</u>	: Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Northwest Provincial Office
<u>POST 05/64</u>	<u>ADMIN ASSISTANCE: INTERNSHIP OFFICE OF THE DIRECTOR & DEPUTY DIRECTOR: REF NO: HR 5/1/2/3/40 (X5 POSTS)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Northwest Provincial Office
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Public Admin / Management / Human Resource Management / Business Administration / Management / Administrative Management
<u>DUTIES</u>	: Administration, Claims and Medical payments
<u>ENQUIRIES</u>	: Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Northwest Provincial Office
<u>POST 05/65</u>	<u>CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/41</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Rustenburg Labour Centre
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Public Administration / Management / Human Resource Management / Business Administration / Management / Administrative Management
<u>DUTIES</u>	: Administration, Claims and Medical payments.
<u>ENQUIRIES</u>	: Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Northwest Provincial Office
<u>POST 05/66</u>	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/42</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Rustenburg Labour Centre
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Public Administration / Management / Human Resource Management / Business Administration / Management / Administrative Management / Management
<u>DUTIES</u>	: Administration, Claims and Medical payments.
<u>ENQUIRIES</u>	: Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Northwest Provincial Office
<u>POST 05/67</u>	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/43</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Rustenburg Labour Centre
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Nursing and other Nursing related qualification
<u>DUTIES</u>	: Medical services functions in the processing centre.
<u>ENQUIRIES</u>	: Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho. Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Northwest Provincial Office

<u>POST 05/68</u>	<u>CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/44</u>
<u>STIPEND</u>	R7 860.50 per month
<u>CENTRE</u>	Klerksdorp Labour Centre
<u>REQUIREMENTS</u>	Three-year tertiary qualification (NQF Level 6) in Public Administration / Management / Human Resource Management / Business Administration / Management / Management / Administrative Management
<u>DUTIES</u>	Claims related function.
<u>ENQUIRIES</u>	Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management Northwest Provincial Office
<u>POST 05/69</u>	<u>MEDICAL PAYMENT: INTERNSHIP REF NO: HR 5/1/2/3/45</u>
<u>STIPEND</u>	R7 860.50 per month
<u>CENTRE</u>	Klerksdorp Labour Centre
<u>REQUIREMENTS</u>	Three-year tertiary qualification (NQF Level 6) in Public Administration / Management / Human Resource Management / Business Administration / Management / Management / Administrative Management
<u>DUTIES</u>	Medical payments function.
<u>ENQUIRIES</u>	Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management Northwest Provincial Office
<u>POST 05/70</u>	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/46</u>
<u>STIPEND</u>	R7 860.50 per month
<u>CENTRE</u>	Klerksdorp Labour Centre
<u>REQUIREMENTS</u>	Three-year tertiary qualification (NQF Level 6) in Nursing and Nursing related qualifications.
<u>DUTIES</u>	Medical services function.
<u>ENQUIRIES</u>	Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management Northwest Provincial Office
<u>POST 05/71</u>	<u>CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/47</u>
<u>STIPEND</u>	R7 860.50 per month
<u>CENTRE</u>	Mafikeng Labour Centre
<u>REQUIREMENTS</u>	Three-year tertiary qualification (NQF Level 6) in Public Administration / Management / Human Resource Management / Business Administration / Management / Management / Administrative Management
<u>DUTIES</u>	Claims related functions.
<u>ENQUIRIES</u>	Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management Northwest Provincial Office
<u>POST 05/72</u>	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/48</u>
<u>STIPEND</u>	R7 860.50 per month
<u>CENTRE</u>	Mafikeng Labour Centre
<u>REQUIREMENTS</u>	Three-year tertiary qualification (NQF Level 6) in Public Administration/ Management / Human Resource Management / Business Administration/ Management / Management / Administrative Management
<u>DUTIES</u>	Medical payments function.
<u>ENQUIRIES</u>	Ms N Litheko Tel No: (018) 387 8128
<u>APPLICATIONS</u>	Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or Hand deliver at: Provident House, University Drive, Mmabatho Email to: Jobs-NW10@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management Northwest Provincial Office

<u>POST 05/73</u>	<u>ADMIN ASSISTANCE: INTERNSHIP OFFICE OF THE DEPUTY DIRECTOR</u> <u>REF NO: HR 5/1/2/3/49</u>
<u>STIPEND</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	R7 860.50 per month Free State Provincial Office Three-year tertiary qualification (NQF Level 6) in Office Management / Public Management / Business Management / Public Administration
<u>DUTIES</u>	Record management, Scanning, Filing, Enquiries, provide secretariat support, assist with traveling logistics, prepare reports, attend to visitors, make necessary appointments, Collect document, Track documents, Attend telephones.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Mr S Zakwe Tel No: (051) 505 6300 Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein. Email to: Jobs-FS4@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management Free State Provincial Office
<u>POST 05/74</u>	<u>CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/50 (X3 POSTS)</u>
<u>STIPEND</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	R7 860.50 per month Bloemfontein Labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting / Human Resource Management
<u>DUTIES</u>	Record management, Scanning, Filing, Enquiries, provide secretariat support, assist with traveling logistics, prepare reports, attend to visitors, make necessary appointments, Collect document, Track documents, Attend telephones.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Mr S Zakwe Tel No: (051) 505 6300 Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein. Email to: Jobs-FS4@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management Free State Provincial Office
<u>POST 05/75</u>	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/51 (X2 POSTS)</u>
<u>STIPEND</u> <u>CENTRE</u> <u>REQUIREMENTS</u> <u>DUTIES</u>	R7 860.50 per month Bloemfontein Labour Centre Three-year tertiary qualification (NQF Level 6) in Nursing/Public Management. Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, Stamp manual invoices, Capture invoices, Compile letters, Collect document, Track documents, Attend telephones.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Mr S Zakwe Tel No: (051) 505 6300 Chief Director: Provincial Operations, Private Bag X 522, Bloemfontein, 9300 or hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein. Email to: Jobs-FS4@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management Free State Provincial Office
<u>POST 05/76</u>	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/52</u>
<u>STIPEND</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	R7 860.50 per month Bloemfontein Labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting / Human Resource Management.
<u>DUTIES</u>	Record management, Scanning, Filing, Enquiries, attend to walk-in clients, manage and update medical reports, Record and prepare, request outstanding information, submissions, receive incoming claims, check claims acceptance, Compile letters, Track documents, Attend telephones.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Mr S Zakwe Tel No: (051) 505 6300 Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management Free State Provincial Office
<u>POST 05/77</u>	<u>CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/53 (X3 POSTS)</u>
<u>STIPEND</u>	R7 860.50 per month

<u>CENTRE REQUIREMENTS</u>	:	Bethlehem Labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting / Human Resource Management
<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, claim registration, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES</u>	:	Mr S Zakwe Tel No: (051) 505 6300
<u>APPLICATIONS</u>	:	Mr S Zakwe Tel No: (051) 505 6300 Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Free State Provincial Office
<u>POST 05/78</u>	:	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/54 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Bethlehem Labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management/Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting/Human Resource Management
<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Zakwe Tel No: (051) 505 6300 Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Free State Provincial Office
<u>POST 05/79</u>	:	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/55</u>
<u>STIPEND CENTRE REQUIREMENTS DUTIES</u>	:	R7 860.50 per month Bethlehem Labour Centre Three-year tertiary qualification (NQF Level 6) in Nursing / Public Management Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Zakwe Tel No: (051) 505 6300 Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Free State Provincial Office
<u>POST 05/80</u>	:	<u>CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/56 (X3 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Welkom Labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting/Human Resource Management
<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, claim registration, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Zakwe Tel No: (051) 505 6300 Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Free State Provincial Office
<u>POST 05/81</u>	:	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/57 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R7 860.50 per month Welkom Labour Centre Three-year tertiary qualification (NQF Level 6) in Public Management / Business Management / Public Administration / Business Administration / Administration Management / Management / Financial Accounting / Accounting / Human Resource Management

<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, Verify Medical invoices, check duplicates, Stamp manual invoices, Capture invoices, Compile letters, collect document, Track documents, Attend telephones.
<u>ENQUIRIES</u>	:	Mr S Zakwe; Tel: 051 505 6300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein. Email to: Jobs-FS4@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Free State Provincial Office
<u>POST 05/82</u>	:	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/58</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Welkom Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Nursing/Public Management
<u>DUTIES</u>	:	Record management, Scanning, Filing, Enquiries, attend to walk-in clients, manage and update medical reports, Record and prepare, Request outstanding information, submissions, receive incoming claims, check claims acceptance, Compile letters, Track documents, Attend telephones.
<u>ENQUIRIES</u>	:	Mr S Zakwe Tel No: (051) 505 6300
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X522, Bloemfontein, 9300 or Hand deliver: Laboria House, 43 Charlotte Maxeke, Bloemfontein Email to: Jobs-FS4@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Free State Provincial Office
<u>POST 05/83</u>	:	<u>FINANCE: INTERNSHIP REF NO: HR 5/1/2/3/59 (X4 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Northern Cape Provincial Office
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Auditing/Financial Management / Financial Accounting / Cost and Management Accounting / Finance / Economic s/ Commercial Law
<u>DUTIES</u>	:	Assist the CF Provincial office with budget monitoring. Assist with review of payment files in all labour centres in the province. Assist with the calculations of compensation benefits. Assist with movable assets management.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Northern Cape Provincial Office
<u>POST 05/84</u>	:	<u>ADMIN ASSISTANCE: INTERNSHIP OFFICE OF THE DIRECTOR & DEPUTY DIRECTOR: REF NO: HR 5/1/2/3/60</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Northern Cape Provincial Office
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Management Assistant/Office Administration/ Management/Public Management.
<u>DUTIES</u>	:	Assist with provision of administrative support to COID provincial office management.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Northern Cape Provincial Office
<u>POST 05/85</u>	:	<u>CLAIM REGISTRATION; INTERNSHIP REF NO: HR 5/1/2/3/61 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Upington Labour Centre
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration.
<u>DUTIES</u>	:	Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administrative duties.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Northern Cape Provincial Office

<u>POST 05/86</u>	<u>BENEFITS PROCESSING/ADJUDICATION: INTERNSHIP REF NO: HR 865/1/2/3/62 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	: R7 860.50 per month Upington Labour Centre Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration.
<u>DUTIES</u>	: Register and acknowledge claims. Prepare compensation benefits. Render administrative duties. Handle claim enquiries.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Northern Cape Provincial Office
<u>POST 05/87</u>	<u>PENSION ADMINISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/63</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	: R7 860.50 per month Upington Labour Centre Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/ BCom/ Finance/ Administration.
<u>DUTIES</u>	: Assist in rendering pension administration in the province. Verify pension claims. Handle claim enquiries.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Northern Cape Provincial Office
<u>POST 05/88</u>	<u>CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/64 (X4 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	: R7 860.50 per month Kimberley Labour Centre Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration
<u>DUTIES</u>	: Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Northern Cape Provincial Office
<u>POST 05/89</u>	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/65 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	: R7 860.50 per month Kimberley Labour Centre Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration.
<u>DUTIES</u>	: Receive, assess and validate medical invoices. Capture medical invoices, refunds and travel expenses. Assess medical invoices according to DG delegations applicable. Resolve allocated enquiries as per prescribed timeframe.
<u>ENQUIRIES APPLICATIONS</u>	: Ms Sherelda Kleinsmith Tel No: (053) 838 1517 Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Northern Cape Provincial Office
<u>POST 05/90</u>	<u>BENEFITS PROCESSING/ADJUDICATION: INTERNSHIP REF NO: HR 5/1/2/3/66 (X4 POSTS)</u>
<u>STIPEND CENTRE</u>	: R7 860.50 per month Kimberley Labour Centre

<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration.
<u>DUTIES</u>	:	Register and acknowledge claims. Prepare compensation benefits. Render administrative duties. Handle claim enquiries.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Northern Cape Provincial Office
<u>POST 05/91</u>	:	<u>PENSION ADMINISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/67 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Kimberley Labour Centre
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF level 6) as recognised by SAQA in Public Management/Business Management/ Operations Management/ Management/ HRM/ Nursing/ Law/ LLB/BCom/ Finance/ Administration.
<u>DUTIES</u>	:	Assist in rendering pension administration in the province. Verify pension claims. Handle claim enquiries.
<u>ENQUIRIES</u>	:	Ms Sherelda Kleinsmith Tel No: (053) 838 1517
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email to: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Northern Cape Provincial Office
<u>POST 05/92</u>	:	<u>FINANCE: INTERNSHIP REF NO: HR 5/1/2/3/68</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Western Cape Provincial Office
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Finance.
<u>DUTIES</u>	:	Admin support asset management monitoring budget.
<u>ENQUIRIES</u>	:	Ms B Gae Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/93</u>	:	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/69 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Western Cape Provincial Office
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Administration.
<u>DUTIES</u>	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning.
<u>ENQUIRIES</u>	:	Ms B Gae Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/94</u>	:	<u>CLAIM REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/70 (X5 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Cape Town Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration.
<u>DUTIES</u>	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
<u>ENQUIRIES</u>	:	Ms B Gae; Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/95</u>	:	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/71 (X5 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Cape Town Labour Centre

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Administration.
<u>DUTIES</u>	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
<u>ENQUIRIES</u>	:	Ms B Gae Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/96</u>	:	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/72 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Cape Town Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Administration.
<u>DUTIES</u>	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
<u>ENQUIRIES</u>	:	Ms B Gae Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/97</u>	:	<u>CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/73 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Bellville Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Administration.
<u>DUTIES</u>	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
<u>ENQUIRIES</u>	:	Ms B Gae Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/98</u>	:	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/74 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Bellville Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management/Administration.
<u>DUTIES</u>	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
<u>ENQUIRIES</u>	:	Ms B Gae Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/99</u>	:	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/75</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Bellville Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration
<u>DUTIES</u>	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
<u>ENQUIRIES</u>	:	Ms B Gae Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/100</u>	:	<u>CLAIMS REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/76 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	George Labour Centre

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration.
<u>DUTIES</u>	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
<u>ENQUIRIES</u>	:	Ms B Gae Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/101</u>	:	<u>MEDICAL PAYMENTS: INTERNSHIP REF NO: HR 5/1/2/3/77 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	George Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration.
<u>DUTIES</u>	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
<u>ENQUIRIES</u>	:	Ms B Gae Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/102</u>	:	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/78</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	George Labour Centre
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration
<u>DUTIES</u>	:	Acknowledgement of claims Claim Registration Obtaining outstanding information Admin support – photocopying/scanning Admin support – photocopying/scanning.
<u>ENQUIRIES</u>	:	Ms B Gae Tel No: (021) 441 8065
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, 9 Long Street, 6th Floor, Cape Town 8001 Email to: WesternCapeHRM@LABOUR.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Western Cape Provincial Office
<u>POST 05/103</u>	:	<u>INTERNSHIP OFFICE OF THE DIRECTOR AND FINANCE: INTERNSHIP REF NO: HR 5/1/2/3/79 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Eastern Cape Provincial Office
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Cost and Management Accounting / Financial Information Systems / Financial Management/Internal Audit.
<u>DUTIES</u>	:	Provide supply chain management services for the Compensation Fund in the Province. Coordinate budget planning for Compensation Fund in the province; Provide financial accounting services for COID benefits; Verification of claims, Develop demand plan for the province; Verification of claimants bank details, Coordinate the receipt and registration of assets -Coordinate record keeping of asset movements. Providing administrative support in Director's office Managing client enquiries and complaints.
<u>ENQUIRIES</u>	:	Mr S Nqabeni at 066 114 2056
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC9@labour.gov.za
<u>FOR ATTENTION</u>	:	Human Resource Management Eastern Cape Provincial Office
<u>POST 05/104</u>	:	<u>COID SERVICE INTERNSHIP: OFFICE OF THE DEPUTY DIRECTORREF NO: HR 5/1/2/3/80 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 860.50 per month
<u>CENTRE</u>	:	Eastern Cape Provincial Office
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration / Business Management / Administration / Administrative Management / Operations Management / Office Management and Technology.
<u>DUTIES</u>	:	Claim processing (register and execute tasks). Handling of enquiries (sourcing outstanding information for finalisation of claims, attend and respond to client queries). Quality assurance of claims. Conduct claim verifications. Verification

<u>ENQUIRIES</u>	: of benefits calculations. Render administrative duties at provincial office (filing of documents)
<u>APPLICATIONS</u>	: Mr S Nqabeni at 066 114 2056
<u>FOR ATTENTION</u>	: Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC9@labour.gov.za
<u>POST 05/105</u>	: Human Resource Management Eastern Cape Provincial Office
	<u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/81</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Eastern Cape Provincial Office
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Office Management/Public Management/ Business Management.
<u>DUTIES</u>	: Claim processing management (register/track/ update claims on the system); POE records documentation; liaison and communication (point of contact for walk ins, follow up on outstanding OD documents, communicate claim outcomes); admin support (compiling minutes, uploading POEs, POE verification, schedule appointments)
<u>ENQUIRIES</u>	: Mr S Nqabeni at 066 114 2056
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC2@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Eastern Cape Provincial Office
<u>POST 05/106</u>	: <u>COID SERVICES CLAIM PROCESSING: INTERNSHIP REF NO: HR 5/1/2/3/82 (X3 POSTS)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Queens Town/ Komanzi Labour Centre
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Public Management / Administration / Business Management / Administration / Administrative Management / Operations Management / Office Management and technology/ Financial Information Systems / Financial Management / Internal Audit.
<u>DUTIES</u>	: Claim processing (register and execute tasks). Handling of enquiries (sourcing outstanding information for finalisation of claims, attend and respond to client queries). Quality assurance activity of claims. Conduct claim verifications. Verification of benefits calculations. Render administrative duties for CF processing office (filing of documents)
<u>ENQUIRIES</u>	: Mr S Nqabeni at 066 114 2056
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-ECQTN@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Eastern Cape Provincial Office
<u>POST 05/107</u>	: <u>COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/83 (X4 POSTS)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: East London Provincial Office
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Public Management / Administration / Business Management / Administration / Administrative Management / Operations Management / Office Management and technology / Financial Information Systems / Financial Management / Internal Audit.
<u>DUTIES</u>	: Claim processing (register and execute tasks). Handling of enquiries (sourcing outstanding information for finalisation of claims, attend and respond to client queries). Quality assurance activity of claims. Conduct claim verifications. Verification of benefits calculations. Render administrative duties for CF processing office (filing of documents)
<u>ENQUIRIES</u>	: Mr S Nqabeni at 066 114 2056
<u>APPLICATIONS</u>	: Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-ECELN@labour.gov.za
<u>FOR ATTENTION</u>	: Human Resource Management Eastern Cape Provincial Office
<u>POST 05/108</u>	: <u>COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/84 (X4 POSTS)</u>
<u>STIPEND</u>	: R7 860.50 per month
<u>CENTRE</u>	: Mthatha Labour Centre
<u>REQUIREMENTS</u>	: Three-year tertiary qualification (NQF Level 6) in Public Management / Administration / Business Management / Administration / Administrative Management / Operations Management / Office Management and technology / Financial Information Systems / Financial Management / Internal Audit.
<u>DUTIES</u>	: Claim processing (register and execute tasks). Handling of enquiries (sourcing outstanding information for finalisation of claims, attend and respond to client

<u>ENQUIRIES</u>	queries). Quality assurance activity of claims. Conduct claim verifications. Verification of benefits calculations. Render administrative duties for CF processing office (filing of documents)
<u>APPLICATIONS</u>	Mr S Nqabeni at 066 114 2056
<u>FOR ATTENTION</u>	Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-ECUTT@labour.gov.za
<u>POST 05/109</u>	Human Resource Management Eastern Cape Provincial Office
	<u>COID SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/85 (X4 POSTS)</u>
<u>STIPEND</u>	R7 860.50 per month
<u>CENTRE</u>	Gqeberha Labour Centre
<u>REQUIREMENTS</u>	Three-year tertiary qualification (NQF Level 6) in Public Management / Administration / Business Management / Administration / Administrative Management / Operations Management / Office Management and technology / Financial Information Systems / Financial Management / Internal Audit
<u>DUTIES</u>	Claim processing (register and execute tasks). Handling of enquiries (sourcing outstanding information for finalisation of claims, attend and respond to client queries). Quality assurance activity of claims. Conduct claim verifications. Verification of benefits calculations. Render administrative duties for CF processing office (filing of documents)
<u>ENQUIRIES</u>	Mr S Nqabeni at 066 114 2056
<u>APPLICATIONS</u>	Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-ECPLZ@labour.gov.za
<u>FOR ATTENTION</u>	Human Resource Management Eastern Cape Provincial Office