

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).

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

ENQUIRIES : Mr. U Thambo Tel (045) 807 5400
Mr I Ximba Tel: (035) 780 8708 (Richards Bay)

APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag x 323, Queenstown, 5320 or hand deliver at No 10 Robison Road, Queenstown or email at Jobs-ECQTN@labour.gov.za
Deputy Director: Richards Bay Labour Centre, P/Bag X 20033, Empangeni 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Online Applications: Jobs-KZN28@labour.gov.za

POST 11/28 : **CLIENT SERVICE OFFICER: EMPLOYER SERVICES (X7 POSTS)**
Re-advertisement, applicants who previously applied are encouraged to re-apply

SALARY CENTRE : R269 499 per annum
: Labour Centre: Kariega but stationed at Joubertina Satellite Office –Ref: HR/4/4/9/16 (X1 Post)
Labour Centre: Kariega but stationed at Louterwater Satellite Office –Ref: HR/4/4/9/17 (X1 Post)
Labour Centre: Kariega but stationed at Misgund Satellite Office –Ref: HR/4/4/9/18 (X1 Post)
Labour Centre: Kariega but stationed at Hankey Satellite Office –Ref: HR/4/4/9/19 (X1 Post)
Labour Centre: Kariega but stationed at Patensie Satellite Office –Ref: HR/4/4/9/20 (X1 Post)
Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office –Ref: HR/4/4/9/21 (X1 Post)
Labour Centre: Kariega but stationed at Humansdorp Satellite Office –Ref: HR/4/4/9/22 (X1 Post)

REQUIREMENTS : 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).

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

ENQUIRIES APPLICATIONS : Ms W Koba Tel: 041 995 7047
Deputy Director: Labour Centre Operations, 15A Chase Street Kariega 6230. Email Jobs- ECUHG@labour.gov.za

POST 11/29 : **INSPECTOR (X3 POSTS)**

SALARY CENTRE : R269 499 per annum
: Labour Centre: Ladysmith- Ref No: HR4/4/3/43 (X1 Post)
Labour Centre: East London –Ref No: HR4/4/7/01 (X2 Posts)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver’s licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to