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.

CLOSING DATE: 13 February 2017
NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 04/26
DEPUTY DIRECTOR: AUXILIARY SERVICE
REF NO: HR5/1/2/3/111
SALARY: R612 822 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria
DUTIES: Manage Travel/Accommodation and Fleet services. Manage the receiving, delivery of mails (parcels) and food aid services. Manage CF Records and archiving of documents. Manage telephone, Cell phones /data and Library services. Manage the sub-directorate.
ENQUIRIES: Ms R Kgantsi, Tel no: (012) 313 6390
APPLICATIONS: Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.
POST 04/27: DISABILITY MANAGER (OCCUPATIONAL THERAPY) 2 POSTS REF NO: HR5/1/2/3/112

SALARY: R428 292 – R475 341 per annum (OSD CRAD1)
CENTRE: Provincial Offices: Eastern Cape (1 post) and North-West (1post)

DUTIES: Manage early return to work and community re-integration programmes. Participate in the development/ review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the Disability Management Section.

ENQUIRIES: Dr B Ndzuta, Tel no: (012) 406 5756
APPLICATIONS: Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.


POST 04/28: SENIOR CLAIMS ASSESSOR 5 POSTS REF NO: HR5/1/2/3/113 (Three (3) Year Fixed Term Contract)

SALARY: R262 272 per annum
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS: Three year National Diploma. One to Two years relevant experience in COID medical payments environment. Minimum of one year supervisory experience. Knowledge: DoL and Compensation Fund objectives and business functions, Customer Care Strategic goals, Contact Centre goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Care (Batho Pele Principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk awareness, Contact Centre quality assurance objectives, Keep abreast of benchmarked Customer Care system. Skills: Customer and Citizen service orientation (Batho Pele Principles), Teamwork and collaboration, Communication (verbal, written, listen and questioning skills), Quality and Excellence orientation, Self and time management, Attention to detail, Respect and concern for others, Analytical thinking, Planning and organising, Problem solving and decision making, Pro-activeness and initiative, Honesty, Integrity and Work ethic, Adaptation to change (resilience), Diversity management, Relationship building, Diligence, Emotional intelligence.

DUTIES: Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical/ or accounts payments. Serve as a Team Leader / Supervisor

ENQUIRIES: Mr XW Mnene, Tel no: (012) 319 9242
APPLICATIONS: Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

POST 04/29 : EMPLOYMENT SERVICE PRACTITIONER (ESP2) 2 POSTS REF NO: HR4/4/10107

SALARY : R262 272 per annum
CENTRE : Labour Centre: Cape Town (1 post) Worcester (1 post)
DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency’s (PEAs) and TEAs. Supervise the administration of employer services at the Labour centres.
ENQUIRIES : Ms Z Maimane, Tel no: (021) 4418125
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000.
FOR ATTENTION : Sub-Directorate: Human Resources Management, Western Cape.

POST 04/30 : INSPECTOR: INSPECTION SERVICES 2 POSTS REF NO: HR 4/4/9/219

SALARY : R262 272 per annum
CENTRE : Labour Centre: Potchefstroom- Ref No: HR4/4/9/219 (1 post)
Labour Centre: Bellville- Ref No: HR 4/4/10/103 (1 post)
DUTIES : Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
ENQUIRIES : Ms Z Maimane, Tel no: (021) 4418125
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735Hand deliver at University Drive, provident House, Mmabatho, For Attention: Sub-directorate: Human Resources Management, Mmabatho
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000, For Attention: Sub-directorate: Human Resources Management, Western Cape.

POST 04/31 : SENIOR STATE ACCOUNTANT: DEDUCTIONS REF NO: HR 4/17/02/06HO

SALARY : R262 272 per annum
CENTRE : Chief Directorate: Financial Management, Head Office
REQUIREMENTS:

DUTIES:
Administer service benefits. Render services to subsidised transport and insurance on the subsidised cars. Reconcile suspense accounts. Ensure reconciliations for tax, debtors, Persal/BAS, Compensation Fund payments and Persal Interface Tape are performed. Supervise the resources in the Sub-Section.

ENQUIRIES:
Ms MM Matjila, Tel no: (012) 309 4292

APPLICATIONS:
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION:
Sub-directorate: Human Resources Operations, Head Office

POST 04/32:
PENSION ADMINISTRATOR REF NO: HR 4/4/10/106

SALARY:
R262 272 per annum

CENTRE:
Labour Centre: Cape Town

REQUIREMENTS:
A Grade 12(NQF4). A three year tertiary qualification degree/diploma in Public Management and Administration / Social Science /OHS / Finance /HRM is required. Five years experience in a claims processing environment of compensation or medical claims is highly desirable plus three years experience in pension administration. Knowledge: DoL and Compensation Fund Objectives and business functions, Directorate goals and performance requirements, Management functions and management skills, Human anatomy/ Biology and medical terminology, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund Policies ,procedures and processes, Stakeholders and customers, Customer service (Batho Pele principles), Fund Values, Required IT, IT operating system, Risk Awareness, COIDA Act , Regulations and policies, COIDA tariffs, Technical Knowledge, COID Act, DPSA guidelines on COIDA, Mutual association conditions and provisional settlement, Public Service Act, Occupational Health and Safety Act(OHS), PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations Skills, Required Technical Proficiency, Business writing, required IT, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone etiquette.

DUTIES:
Render pension administrative duties. Claims adjudication and processing.

ENQUIRIES:
Ms Z Maimane, Tel no: (021) 441 8125

APPLICATIONS:
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000.

FOR ATTENTION:
Sub-directorate: Human Resources Management, Western Cape.

POST 04/33:
PRACTITIONER: MANAGEMENT AND SUPPORT SERVICES REF NO: HR 4/4/10/101

SALARY:
R262 272 per annum

CENTRE:
Labour Centre: Cape Town

REQUIREMENTS:

DUTIES:

ENQUIRIES:
Ms Z Maimane, Tel no: (021) 441 8125

APPLICATIONS:
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000.

FOR ATTENTION:
Sub-directorate: Human Resources Management, Western Cape.
POST 04/34 : PRINCIPAL PERSONNEL OFFICER REF NO: HR 4/4/10/103

SALARY : R211 194 per annum
CENTRE : Provincial Office: Western Cape

DUTIES : Render the Recruitment and Selection process. Process and approve service benefits e.g. Leave, Housing allowances, acting allowances, etc. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries

ENQUIRIES : Ms Z Maimane, Tel no: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000.
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape.

POST 04/35 : DATA MANAGEMENT OFFICER: LMIS REF NO: HR 4/4/9/218

SALARY : R211 194 per annum
CENTRE : Provincial Office: Mmabatho

DUTIES : Collect and collate information on the provincial labour supply and demand and to monitor and evaluate the skills gap as the per the government intervention programs. Administer provincial data warehouse system for the purpose of producing provincial quality data. Provide support to the provincial resource centre/library activities and procure new books when required. Provide provincial statistical time-series data for future departmental planning of indicators. Manage all the resources of the division.

ENQUIRIES : Mr OPS Sebapatso, Tel no: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735Hand deliver at University Drive, provident House, Mmabatho.
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho

POST 04/36 : INSPECTOR: INSPECTION SERVICES 3 POSTS

SALARY : R171 069 per annum
CENTRE : Labour Centre: Klerksdorp –Ref No: HR4/4/9/216 (2 posts)
Labour Centre: Postmasburg-Ref No: HR4/4/8/242 (1 post)

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, namely, Basic of Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), Skills Development Act (SDA) and UCA.
Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES**

Mr OPS Sebapatso, Tel: (018) 387 8100
Ms M Maruma, Tel no: (053) 313 0641

**APPLICATIONS**

Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 Hand deliver at University Drive, provident House, Mmabatho, For Attention: Sub-directorate: Human Resources Management, Mmabatho.

**POST 04/37**

ADMINISTRATION CLERK: SUPPORT SERVICES: IES REF NO: HR 4/4/1/43

**SALARY**

R142 461 per annum

**CENTRE**

Labour Centre: Graaf-Reinet

**REQUIREMENTS**


**DUTIES**

Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

**ENQUIRIES**

Mr LB Mduduma, Tel no: (049) 89 22142

**APPLICATIONS**

Deputy Director: Labour Centre Operations: P O Box 342, Graaf-Reinet, 6280

FOR ATTENTION:

Sub-directorate: Human Resources Management, Labour Centre Operations, Graaf-Reinet

**POST 04/38**

PROVISIONING CLERK 2 POSTS REF NO: HR 4/4/01/01

**SALARY**

R142 461 per annum

**CENTRE**

Provincial Office: Braamfontein

**REQUIREMENTS**


**DUTIES**

Provide administration services to (SBAC) sub bid Adjudication committee documents Provide administration services to the (DBAC) Departmental bid Adjudication committee. Render Bid Administrations services. Render administration support services.

**ENQUIRIES**

Mr PM Ndukulu, Tel no: (011) 853-0416

**APPLICATIONS**

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliver at 77 Korte Street, Braamfontein.

FOR ATTENTION:

Sub-directorate: Human Resources Management, Gauteng

**POST 04/39**

SECURITY OFFICER REF NO: HR 4/17/02/07HO

**SALARY**

R119 154 per annum

**CENTRE**

Security Services, Head Office

**REQUIREMENTS**


**DUTIES**

Monitor all activities at access control point. Monitor control room to detect unlawful movement in and around building. Render front line services to internal and external clients. Patrol in the building to ensure safety measures. Control all deliveries at Laboria House.
ENQUIRIES : Mr MA Maja, Tel no: (012) 309 4052
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office