

## DEPARTMENT OF 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.*

**CLOSING DATE** : 24 April 2017 at 16:00

**NOTE** : Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://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 DPSSA 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 14/12** : **SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATOR REF NO: HR 4/4/1/66**

**SALARY** : R262 272 per annum

**CENTRE** : Provincial Office: East London

**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Risk Management / Internal Audit / Risk and Security Management. Two (2) years functional experience in anti-fraud and corruption environment. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contribution Act, Investigation Principles and Practices, Departmental and the Fund's Policies and Procedures, Batho Pele principles, Basic Knowledge of all Labour Legislations Public Financial Management Act, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures ,Fraud related administration and operations. Skills: Computer literacy, interviewing, Communication, Presentation, Analytical, Investigation, Time Management, Conflict Management, Planning and organizing.

**DUTIES** : Implement Fraud and Corruption Prevention Strategies. Conduct Investigation on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

**ENQUIRIES** : Ms V Fraser, Tel no: (043) 701 3318

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9005, East London, 5200, or hand deliver at No 3 Hill Street, East London, 5200.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Eastern Cape

**POST 14/13** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/4/03/08**

**SALARY** : R262 272 per annum  
**CENTRE** : Labour Centre: Springs  
**REQUIREMENTS** : Three (3) year tertiary qualification in Business Administration / Business Management / Public Administration / Public Management or Operations management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations , Private Employment Agency regulations and related ILO conventions ,Batho Pele principles ,Public Service Act , Public Services Regulations, Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.

**DUTIES** : Monitor and oversee the help desk at the first port of entry within Registration Services .Oversee the employment services rendered to all clients .Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA .Attend to all queries regarding legislation and follow up on pending queries.

**ENQUIRIES** : Ms I Engelbrecht, Tel no: (011) 365 3719  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001  
Hand deliver at 77 Korte Street, Braamfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng

**POST 14/14** : **CLAIMS CREDIT OFFICER REF NO: HR 4/4/4/03/09**

**SALARY** : R171 069 per annum  
**CENTRE** : Provincial Office: Gauteng, Station: Labour Center: Randburg  
**REQUIREMENTS** : National Senior Certificate/ Grade 12 with Accounting as major subject or equivalent. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial systems, Departmental policies and procedures Public Finance Management Act, Treasury Regulations, Financial Management Processes and procedures. Skills: Financial Management, Communication (Verbal and written), Computer literacy, Time management, Planning and organizing, Analytical, Numeracy, Interpersonal.

**DUTIES** : Collect outstanding overpayments balance. Keep all overpayment Debtors records manually and electronically. Monitor the payment of benefits to clients.

**ENQUIRIES** : Ms N M Tyelbooi, Tel no: (011) 781 8144  
**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001  
or hand deliver at 77 Korte Street, Braamfontein

**FOR ATTENTION** : Sub-directorate: Human Resource Management, Gauteng