

## 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** : 08 May 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 attachments of 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.

## MANAGEMENT ECHELON

**POST 16/12** : **SENIOR MANAGER: MEDICAL SERVICES REF NO: HR 5/1/2/3/118**

**SALARY** : R1 263 669 per annum (OSD)  
**CENTRE** : Provincial Office: Eastern Cape  
**REQUIREMENTS** : An MBCHB Degree. A Diploma in Occupational Health will be an added advantage. Ten (10) years relevant experience. Registration with the South African Medical and Dental Council. Valid driver's licence. Knowledge: COIDA, Social Security Systems, Public Services, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and Fund regulations, Policies and procedures, Customer Service( Batho Pele Principles), Fund Values, Fund IT Operating System, DPSA guidelines on COIDA, Technical knowledge. Legislative Requirements: COIDA Act, Regulations and Prescripts, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), Road Accident Fund (RAF), Unemployment Insurance Act (UIA), General Knowledge of the Public Regulations, LRA, EE, Act, SDA and BCEA, Recognition of Customary Marriage Act. Skills: Relevant Technical Proficiency, Business writing, Required IT, Fund IT Operating System, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge management, Service Delivery Innovation, Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment, Communication, Client orientation and Customer Focus, Communication, Work Ethics and self management, Risk Management and Corporate Governance, Environmental Awareness.

**DUTIES** : Manage the medical occupational programme for compensation benefits processing. Develop and manage support networks. Provide the medical occupation support to stakeholder. Provide strategic direction. Manage finances

and assets. Manage projects and programmes. Manage human resource in accordance with the relevant prescripts.

**ENQUIRIES** : Mr V Mafata Tel no: (012) 319 9495

**APPLICATIONS** : Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund

#### **OTHER POSTS**

**POST 16/13** : **ASSISTANT DIRECTOR: BOARD AND CORPORATE REF NO: HR 5/1/2/3/119**

**SALARY** : R311 784 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A National Diploma/Degree in Public Administration/Office Administration/ Business Administration/Commercial law. Three (3) to (5) five years experience in secretariat services/ executive management administration/ corporate governance environment. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Public Services, policies and procedures, Batho Pele Principles, Secretariat procedure and processes, King 3 Report, DoL Policies. Legislative Requirements: COIDA Act, Public Service Regulations and Public service Act, Promotion of Access to Information Act, LRA, EE Act, SDA & BCEA, PFMA. Skills: Client orientation and customer focus, Good co-ordination, Good organisational and administrative, Good interpersonal and stakeholder liaison, Decision making, Self-management, Communication (verbal and written), Report writing, Minutes writing, Computer literacy.

**DUTIES** : Assist in the Co-ordination of secretariat services prior for board committee and sub-committees meetings. Provide support and ensure compliance during proceedings. Assist in the Co-ordination of administrative support to the Board, sub-committees. Mange staff.

**ENQUIRIES** : Mr W Mogashoa, Tel no: (012) 319 9475

**APPLICATIONS** : Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

**POST 16/14** : **CONTINUOUS BUSINESS PROCESS IMPROVEMENT SPECIALIST REF NO: HR 5/1/2/3/120**

**SALARY** : R311 784 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A National Diploma or B Tech Degree in Industrial Engineering. Three years working experience in Business process re-engineering environment. Knowledge: Industrial engineering practices, Continuous improvement tools, LEAN methodology, Quality management, Business Process Re-engineering, Continuous improvement techniques, Public Service, DoL and Compensation Fund regulations, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund IT Operating Systems, Technical knowledge, The industrial classification system, ISO9001, Project Management, Risk Management and Fund Governance, External Environmental Awareness, Legislative requirements: COIDA Act, Public Service Regulations, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act, Constitution Act 108 of 1996 (amended), Unemployment Insurance Act (UIA), LRA, EE Act, SDA and BCEA, IS09001. Skills: Business Writing, IT Operating System, Decision making, Applied Strategic Management, Applied technology, Budgeting and Financial Management, Communication and Information Management, Customer Focus and Responsiveness, People and Performance Management, People Management, Inter-personal, Problem solving, Project or programme management, Team leadership, Change Management.

**DUTIES** : Manage Business Process in the Fund. Map existing and future Fund processes and systems. Facilitate the implementation of improvement processes and systems. Implement the operational plan of the sub-directorate.

**ENQUIRIES** : Ms N Stuurman, Tel no: (012) 313 6360

**APPLICATIONS** : Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

**POST 16/15** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND CHANGE MANAGEMENT REF NO: HR 5/1/2/3/121**

**SALARY CENTRE REQUIREMENTS** : R311 784 per annum  
: Compensation Fund, Pretoria

: A National Diploma in Management Services or Production Management or Operations Management or Industrial Engineering. Job evaluation analysis certificate and Driver's licence are required. 3-5 years in an organisational design, job evaluation and change management areas on a supervisory level. Travelling and working additional working hours will be required. Technical Knowledge: Organisational Design Principles and Processes, Job evaluation processes and system, Work-study techniques, Change Management processes and techniques, External Environmental Awareness, Customer Service (Batho Pele Principles), COIDA. Legislative Requirements: Constitution, Public Service Regulations, Public service Act, PFMA, National Treasury Regulations, DPSA mandates and prescripts Skills: Work-study Investigation, Time study, Strong Analytical, Facts Findings, Business Writing, Required IT, Data and records management, Role profiling, Job evaluation/ Job worth, Organisational Design, Change Management.

**DUTIES** : Develop and Maintain Organisational Structure of the Fund. Facilitate the development of job descriptions/ profiles for the Fund. Conduct Job Evaluation as per approved Job Evaluation system. Coordinate the implementation of Change Management Initiatives. Implement the operational plan of the sub-directorate

**ENQUIRIES APPLICATIONS** : MZ Makua, Tel no: (012) 400 8522  
: Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

**POST 16/16** : **ASSISTANT DIRECTOR: PERFORMANCE AUDIT REF NO: HR 5/1/2/3/122**

**SALARY CENTRE REQUIREMENTS** : R311 784 per annum  
: Compensation Fund, Pretoria

: A B Com Degree/National Diploma (majoring in Internal Auditing) or an equivalent qualification. Certified Internal Auditor (CIA) or studying towards CIA will be an added advantage. A completed article contract with an audit firm will be an added advantage. Three to Five years experience in performance audit, which one to two years should be on a supervisory position. Knowledge: Public Service, Department of Labour and Compensation Fund business strategies and goals, Directorate/Sub Directorate goals and performance requirements, Compensation Fund Services. Compensation Fund Value Chain and business processes, Public Service, Department of Labour and Fund regulations, policies and procedures, Relevant stakeholder, Customer Service (Batho Pele Principles), Fund values, Required IT knowledge, Fund IT Operating Systems, Technical knowledge, Department of Public Service and Administration (DPSA) guidelines on COIDA. Skills: Required Technical Proficiency, Business Writing, Required IT, IT Operating Systems, Decision Making, Self Management, Applied Strategic Management, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Customer Focus and Responsiveness, People and Performance Management, Developing others, Diversity Management, Impact and Influence, Managing inter-personal conflict and resolving problems, Networking and Building bonds, Planning and Organising, Problem Solving, Project or Programme Management, Team leadership, Risk Management and Fund Governance, Change Management, External Environment Awareness.

**DUTIES** : Conduct and execute performance audits functions within the Directorate. Provide input in monitoring the Funds compliance with all relevant regulations and legislation. Assist in the management of the Sub-Directorate. Manage performance according to Performance Development Management System (PMDS).

**ENQUIRIES APPLICATIONS** : Mr S Zwane, Tel no: (012) 319 9294  
: Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

**POST 16/17** : **SENIOR PRACTITIONER: CONTINUOUS BUSINESS PROCESS IMPROVEMENT AND QUALITY MANAGEMENT SYSTEM 2 POSTS REF NO: HR 5/1/2/3/123**

**SALARY** : R262 272 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three Year tertiary qualification or an equivalent NQF 6 qualification in Industrial Engineering, Operations Management or Production Management. One to two years functional experience in a Process Improvement environment. Knowledge: Lean methodology, Work Study, Business Process Management, Continuous Improvement methodologies, Basic Project Management. Legislative requirements: COIDA, Regulations and Policies, Public Service Act, Public Service Regulations, Labour Relations Act. Skills: Required Technical proficiency, Business Writing, Required IT, Decision making, Self-Management, Diversity Management, Assertive, Managing inter-personal conflict and resolving problems, Problem solving, Project or programme management, Leadership, External Environmental Awareness.

**DUTIES** : Coordinate the development business process improvement. Conduct Business process management evaluation in the Fund. Assist in the development and implementation of Standard operating process and work measurement systems. Conduct Business improvement projects.

**ENQUIRIES** : Ms N Stuurman, Tel no: (012) 313 6360  
**APPLICATIONS** : Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

**POST 16/18** : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER 3 POSTS REF NO: HR 5/1/2/3/124**

**SALARY** : R262 272 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A National Diploma / B Degree in Management Services or Production Management or Operations Management or Public Management (or Administration) / Business Management (or Administration) / Human Resource Management plus Applied Organisational Development Programme or Management Services Certificate. Three years' experience in Organisational Design, job evaluation and change management, Job evaluation analysis certificate and Driver's license are required. Knowledge: Organisational Design Principles and Processes, Job evaluation processes and system, Work-study techniques, Change Management processes and techniques, External Environmental Awareness, Customer Service (Batho Pele Principles), Job description Guideline, Technical Knowledge, COIDA. Legislative Framework: Public service Act, Public service Regulations, PFMA and National Treasury Regulations, DPSA OD and JE mandates and prescripts. Skills: Work study Investigation, Time study, Strong Analytical, Facts Findings, Business Writing, Required IT, Data and records management, Role profiling, Job evaluation / Job worth, Organisational Design, Change Management.

**DUTIES** : Conduct job analysis and job evaluations. Render a support with regard to provision of secretariat services for various committees. Compile job descriptions. Undertake organisation and post establishment investigations. Undertake investigation to optimize work procedures and methods.

**ENQUIRIES** : MZ Makua, Tel no: (012) 400 8522  
**APPLICATIONS** : Acting Chief Director: Corporate Support: Private Bag X955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

**POST 16/19** : **OHS INSPECTOR: INSPECTION SERVICES 3 POSTS**

**SALARY** : R262 272 per annum  
**CENTRE** : Labour Centre: Kimberly - Ref No: HR4/4/8/247 (2 posts)  
Labour Centre: Upington- Ref No: HR4/4/10/118 (1 post)  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification Labour Relations/Human Resources Management for BCEA or Electrical/Mechanical Engineering/Environmental Health/Analytical Chemistry/Chemical Engineering/Civil & Construction Engineering for OHS. Two (2) years functional experience in Inspection and

		Enforcement Services (BCEA)/OHS. A valid driver's licence. Knowledge: Departmental Policies and Procedures, Skills Development Act Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Employment Equity Act, Immigration Act. Skills: Facilitation Planning and organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing Presentation, Innovative, Analytical, Verbal and written communication.
<b><u>DUTIES</u></b>	:	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. Supervise the resources in the Sub- Section.
<b><u>ENQUIRIES</u></b>	:	Mr J Mphahlele, Tel no: (053) 838 1580 Ms M Mojapelo, Tel no: (054) 331 1098
<b><u>APPLICATIONS</u></b>	:	Chief Director: Human Resources Operations: Private Bag X5012, Kimberley, 8301 or hand delivered C/o Pniel & Compound Street, Kimberley
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Kimberley.
<b><u>POST 16/20</u></b>	:	<b><u>SENIOR UIF OPERATIONS OFFICER: BS REF NO: HR 4/4/1/64</u></b>
<b><u>SALARY</u></b>	:	R262 272 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: East London
<b><u>REQUIREMENTS</u></b>	:	Three year tertiary qualification with Accounting and Mathematics as major subjects or equivalent. Two (2) years relevant experience. Knowledge: Public Service Act, Public Service Regulations, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Departmental Policies and procedures, Batho Pele Principles, Customer Care. Skills: Communication (verbal & written), Listening, Customer Relations, Computer literacy, Decision Making.
<b><u>DUTIES</u></b>	:	Monitor and oversee the assessment of all the UI Claims on the relevant systems in line with the standard operating Procedure (SOP). Monitor and authorise the execution of payments approved claims as per the set time frames. Monitor and investigate discrepancies. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Supervise resources in the section.
<b><u>ENQUIRIES</u></b>	:	Ms Z Soldaat, Tel no: (043) 701 3333
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X9005 East London 5201, Physical address No.3 Hill street East London 5201.
<b><u>FOR ATTENTION</u></b>	:	Human Resources Operations, East London
<b><u>POST 16/21</u></b>	:	<b><u>INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/4/04/01</u></b>
<b><u>SALARY</u></b>	:	R211 194 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Kempton park
<b><u>REQUIREMENTS</u></b>	:	Three year relevant tertiary qualification in Labour Relations /Human Resource Management. One (1) year functional experience in Inspection and enforcement Services. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, listening and observation.
<b><u>DUTIES</u></b>	:	Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of Labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspections

regularly to monitor compliance with labour legislation. Conduct advocacy campaign on Basic Conditions of Employment Act (BCEA) legislation. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

**ENQUIRIES** : Ms F Tshabalala, Tel no: (011) 975 9301  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001  
Hand deliever at 77 Korte Street, Braamfontein.

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

**POST 16/22** : **INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/03/12**

**SALARY** : R171 069 per annum  
**CENTRE** : Labour Centre: Johannesburg  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law/ LLB. No experience required. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act , Skills Development Levies Act, Occupational Health and Safety Act, COIDA ,Unemployment Insurance Act, UI Contribution Act ,Employment Equity. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, listening and observation, Analytical, Verbal and written communication.

**DUTIES** : Conduct inspections with the aim of ensuring compliance with all labour legislations. 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. Assist in conduct Advocacy Campaigns on Labour Legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES** : Ms E Mpumlwana, Tel no: (011) 853 0300  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001  
Hand deliever at 77 Korte Street, Braamfontein.

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

**POST 16/23** : **CLAIMS PROCESSOR REF NO: HR4/4/7/08**

**SALARY** : R171 069 per annum  
**CENTRE** : Labour Centre: Mbombela  
**REQUIREMENTS** : Grade 12 certificate/three year tertiary qualification degree/diploma in Public Management/Administration/Social Sciences/OHS/Finance/HRM is required. 1-2 years' experience on compensation and medical claims processing. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology, Medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, DPISA guidelines on COIDA, COIDA tariffs, Technical knowledge . Skills: Required Technical Proficiency, Business writing, Required IT, Fund IT Operating Systems, Data capturing, Data and records management, Telephone and etiquette.

**DUTIES** : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES** : Ms LL Shawe, Tel no: (013) 753 2844/5  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hands deliver at Department of Labour, Cnr Hofmeyer street and Beatty avenue

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