

## 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** : 05 June 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 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 20/20** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR4/4/3/3DSCM/UIF**  
Re-advertisement

**SALARY** : R 898 743.00 per annum (All inclusive)

**CENTRE** : Unemployment Insurance Fund, Pretoria

**REQUIREMENTS** : A three year qualification in Supply Chain Management / Logistics/ Finance at NQF level 7 as recognized by SAQA. Five (5) years middle management experience. Three (3) years functional experience in Supply Chain Management. A valid driver's licence. Knowledge: Public Service Act (PSA), Public Service Regulations (PSR), Public Finance Management Act (PFMA), Employment Equity Act (EEA), Preferential Procurement Policy Framework Act (PPPFA), Preferential Procurement Regulations (PPR), National Treasury Regulation, National Archives Act. Skills: Communication (verbal and written), Computer Literacy (Excel, Word, Power Point, etc.), Problem Solving and Decision Making, Report writing.

**DUTIES** : Develop and Implement Procurement Policy, Processes, Guidelines and Procedures in the Unemployment Insurance Fund. Implement mechanisms to manage the acquisition of goods and services. Lead and Direct the management of Records and Logistics within the Fund. Facilitate and maintain Contracts with all the service providers for the Fund. Develop strategies and provide technical guidance on the management of the Assets within the Unemployment Insurance Fund. Manage all resources within the Directorate.

**ENQUIRIES** : Ms TS Puzi, Tel: (012) 337 1510

**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

## OTHER POSTS

<b><u>POST 20/21</u></b>	:	<b><u>DEPUTY DIRECTOR: CLAIMS DEBTORS REF NO: HR4/4/3/2DDCD/UIF</u></b>
<b><u>SALARY</u></b>	:	R 657 558. 00 per annum
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three year tertiary qualification in Finance (majoring in Accounting), Financial Management and Cost and Management Accounting. Post graduate Diploma will be an added advantage. Five (5) years relevant experience in Financial Management of which Two (2) years must be at a management level Knowledge: Prescription Act No 68 of 1969. Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Public Service Regulations (PSR). Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Financial Management, Communication, Computer literacy, Time Management, Report Writing, Planning and organizing, Analytical, Creative, Numeracy, Presentation, Interpersonal.
<b><u>DUTIES</u></b>	:	Manage the collection of overpayment debts. Manage the maintenance of debtor's records. Manage the provision support to Provincial Offices. Manage the maintenance of debtor's records. Manage resources (Human, Finance, Equipment, Assets) in the Sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Ms Z Fololo, Tel: (012) 337 1895
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, UIF
<b><u>POST 20/22</u></b>	:	<b><u>ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR4/4/3/2ASDCM/UIF</u></b>
<b><u>SALARY</u></b>	:	R 334 545. 00 per annum
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund: Pretoria
<b><u>REQUIREMENTS</u></b>	:	A three years tertiary qualification in Industrial Psychology or Human Resources Management. A certificate in Advanced Programme in Organisational Development / Post graduate Diploma in Organisational development will be an added advantage. Three years functional experience in managing and implementing change management interventions at various levels of the organisation. Knowledge: Public Financial Management Act (PFMA), Change Management principles and methodologies, Project Management approaches, tools and phases, Public Service Regulations (PSR), Public Service Act (PSA), Basic Condition of Employment Act (BCEA), Labour Relation Act (LRA), Skills: People Management, Problem Solving, Presentation, Planning and Organising, Strong Analytic, Communication, Computer Literacy, Report Writing.
<b><u>DUTIES</u></b>	:	Implement change management framework, strategy and interventions in the Fund. Implement employee engagement strategy in the Fund. Manage and diagnose organisational, individual culture and climate survey to enhance service delivery. Manage resources (Finance Human, Assets) in the section.
<b><u>ENQUIRIES</u></b>	:	Ms LM Molefe, Tel: (012) 337 1815
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resource Management, UIF
<b><u>POST 20/23</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR4/4/3/1SAOEPM/UIF 2 POSTS</u></b>
<b><u>SALARY</u></b>	:	R 281 418. 00 per annum
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund: Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three year tertiary qualification in Human Resource Management / Human Resource Development / Public Administration / Public Management. Two (2) years experience in Performance Management environment. Knowledge: Human Resource Management, Basic Conditions of Employment Act (BCEA), Performance Management System (PMS), Public Finance Management Act

(PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Skills: Presentation, Time Management, Communication, Computer Literacy, Financial Management, Planning and Organizing.

**DUTIES** : Provide assistance during advocacy sessions on Performance Management. Implement Performance Management System. Receive and capture Performance Agreements and Assessments on the score sheet. Coordinate the development of Performance Improvement Plans.

**ENQUIRIES APPLICATIONS** : Mr LJ Madisha, Tel: (012) 337 1797

**FOR ATTENTION** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Sub-directorate: Human Resource Management, UIF

**POST 20/24** : **SENIOR ADMINISTRATION OFFICER: ELECTRONIC-OPERATIONS3 POSTS REF NO: HR4/4/3/1SAOEOPS/UIF**

**SALARY CENTRE REQUIREMENTS** : R 281 418. 00 per annum  
: Unemployment Insurance Fund: Pretoria  
: Three year tertiary qualification in Administration / Public Administration / Administration Management. Two (2) years functional experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Electronic Operation System. Public Service Regulations (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer Literacy, Time Management, Analytical, Interpersonal, Numeracy, Report Writing, Planning and Organizing, Diversity Management.

**DUTIES** : Provide electronic employer audit functions. Assess, validate and adjudicate claim discrepancies lists electronically. Capture and amend payment of claim. Maintain employer database. Correct registration of employers and employees declared electronically.

**ENQUIRIES APPLICATIONS** : Mr GJJ Van Niekerk, Tel: (012) 337 1452

**FOR ATTENTION** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Sub-directorate: Human Resource Management, UIF

**POST 20/25** : **SENIOR ADMINISTRATION OFFICER: EMPLOYER REGISTRATION: REF NO: HR4/4/3/1SAOER/UIF**

**SALARY CENTRE REQUIREMENTS** : R 281 418. 00 per annum  
: Unemployment Insurance Fund: Pretoria  
: Three years tertiary qualification in Records Management, Public Management/ Administration. Two (2) years functional experience in Registration Services/ Declarations. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), Treasury Regulations. Batho Pele Principles, Basic Condition of Employment Act (BCEA), Labour Relation Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and Organizing, Customer Relations.

**DUTIES** : Provide registration of employers and employees declaration manually. Provide effective maintenance and update of employer / employee database. Monitor performance of electronic declaration systems. Supervise resources (Finance, Human, Equipment/ Assets) in the section.

**ENQUIRIES APPLICATIONS** : Mr PT Ranwashe Tel: (012) 337 1459

**FOR ATTENTION** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria. Sub-directorate: Human Resource Management, UIF

**POST 20/26** : **SENIOR STATE ACCOUNTANT: TRADE CREDITORS 2 POSTS REF NO: HR4/4/3/1SSATC/UIF**

**SALARY CENTRE** : R 281 418. 00 per annum  
: Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : National Diploma / B Degree in Accounting Sciences/Financial Management and Commerce. Two (2) years relevant experience in an Accounts Payable environment. Knowledge: Public Finance Management Act (PFMA), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Financial Management, Public Service regulations (PSR), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Computer Literacy, Creative

**DUTIES** : Coordinate the processing of invoices. Monitor the administration of petty cash Reconcile of sub- modules against the general ledger. Verify and process the compensation figures of employees. Supervise resources (Human, Financial, Equipment/ Assets) in the section.

**ENQUIRIES** : Mr V Nefale, Tel: (012) 337 1470

**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 20/27** : **SENIOR INTERNAL AUDITOR REF NO: HR4/17/05/02HO**

**SALARY** : R 281 418 per annum

**CENTRE** : Directorate: Internal Audit, Head Office

**REQUIREMENTS** : Three year relevant tertiary qualification in Auditing/ Accounting/ Finance. One to two years functional experience Audit. A valid driver's licence. Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information Departmental internal audit activity charter, audit and risk committee charters, General Recognised Accounting Standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Computer, Project Management, Communication (verbal and written), Leadership, Analytical, Good Interpersonal, Presentation, Team Mate.

**DUTIES** : Plan allocated audit assignment. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department of Labour. Supervise the resources in the section.

**ENQUIRIES** : Mr T Skhosana, Tel: (012) 309 4904

**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 20/28** : **STATE ACCOUNTANT: DEBTORS MANAGEMENT 14 POSTS REF NO: HR4/4/3/1SADM/UIF**

**SALARY** : R 226 611 00 per annum

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : Three years relevant qualification in Financial Management, Cost and Management Accounting and Accounting as a major passed subject. One (1) to two (2) years working experience in Finance environment. Knowledge: Public Financial Management Act (PFMA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and organizing, Analytical.

**DUTIES** : Follow up outstanding contributions. Effective maintenance of Non-SARS debtor's records. Prepare monthly reconciliation of debtors accounts against the sub module (transfer, refunds, voids and collections)

**ENQUIRIES** : Ms MM Masoga, Tel: (012) 337 1632

**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 20/29** : **OFFICE ADMINISTRATOR: REF NO: HR4/4/3/1OD/UIF**

**SALARY** : R 226 611 00 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three years relevant qualification in Office Administration / Secretarial / Office Management/ Administration / Management Assistant. One (1) to two (2) years functional experience in Office Administration environment. Knowledge: Departmental policies and procedures, Public Service Regulations (PSR), Public Service Act (PSA), Administration procedures, Batho Pele principles. Skills: Computer Literacy, Communications (both verbal and written), Interpersonal, Listening, Report writing, Planning and Organising.

**DUTIES** : Provide Secretarial Services to the unit. Assist in Monitoring and maintenance of budget including the Supply Chain unit. Facilitate and coordinate all logistical requirements of the unit. Provide Management Information and records management services in the unit. Track and monitor projects and tasks within the unit.

**ENQUIRIES** : Ms LM Molefe, Tel: (012) 337 1815  
**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 20/30** : **CLAIMS CREDIT OFFICER 2 POSTS REF NO: HR4/4/1/74**

**SALARY** : R 183 558 per annum  
**CENTRE** : Provincial Office: East London  
**REQUIREMENTS** : Grade 12 /Senior Certificate with Accounting as major subject or equivalent. Zero (0) to six (6) months experience. 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 Z Soldaat, Tel: (043) 701 3333  
**APPLICATIONS** : Chief Director Provincial Operations: Private Bag X 9005, East London, 5201 or hand delivered at No.3 Hill Street, East London

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

**POST 20/31** : **MESSENGER/DRIVER 3 POSTS REF NO: HR4/4/3/1MD/UIF**

**SALARY** : R 152 862 00 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : A grade 12 / Standard 10. Two (2) years experience in driving and general messenger duties. A valid Drivers licence with PDP. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Batho Pele Principles, Interpretation (ability to interpret road signs and map book), Pre Trip Inspection / Vehicle Safety Inspection, Rules of the road. Skills: Analysis, Communication, (verbal and written). Computer Literacy, Listening, Interpretation (ability to interpret road signs and map book). Pre Trip Inspection / Vehicle Safety Inspection, Driving.

**DUTIES** : Perform messenger/driver functions to different destinations. Convey officials to and from different Destinations. Render and efficient administrative functions.

**ENQUIRIES** : Ms M Damonze, Tel: (012) 337 1601  
**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 20/32** : **ACCOUNTING CLERK 3 POSTS REF NO: HR4/17/05/03HO**

**SALARY** : R 152 862 00 per annum

- CENTRE REQUIREMENTS** :
- Chief Directorate: Financial Management, Head Office
- Grade 12 / Matric with Accounting as a passed subject. No experience required. Knowledge: Basic knowledge of Accounting System, basic knowledge of PERSAL, Ability to operate a computer. Skills: Computer literacy, Communication, writing, Accounting, Ability to use a calculator, Ability to read and requests BAS reports.
- DUTIES** :
- Pay claims received from the Department of Public Works for buildings rented. Pay claims received from the Department of Justice. Investigate and follow up Double Payments made. Reimburse Departmental legal claims paid by the Office of the State Attorneys. Calculate and recover claims from CC and UIF in respect of Administration Services.
- ENQUIRIES APPLICATIONS** :
- Mr R Schutte, Tel: (012) 309 4301
- 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.