

## 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** : 31 July 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.

## OTHER POSTS

- POST 28/29** : **DEPUTY DIRECTOR: RESEARCH POLICY AND PLANNING REF NO: HR 4/17/07/02HO**  
(Applicants will be subjected to a technical competency test that intends to test relevant technical elements of the job)
- SALARY CENTRE REQUIREMENTS** : R779 295 per annum (all inclusive)  
: Branch: Labour Policy and Industrial Relations, Head Office  
: Three (3) year relevant tertiary in Social Science with research/economics/statistics. Two (2) management experience. Three years (3) functional experience in conducting research. Knowledge: Labour legislations, Research processes, National Development Plan, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, corporate governance, Batho Pele Principles. Skills: Administration and financial management, Communication (verbal and written), Computer literacy, Project management, Strategic management, Analytical, Problem solving, General management, Innovative, Research, Economic analysis Knowledge of SPSS (related Software e.g. STATA), Supervisory, Interpersonal.
- DUTIES** : Manage the execution of research studied on the labour market (Proactive and reactive). Coordinate the process of commissioning research to external service providers. Coordinate and manage research studies conducted internally. Prepare briefing notes, position papers and speeches for the Minister and Senior Management. Manage all resources of the Sub-Directorate including HR, equipment and etc.
- ENQUIRIES APPLICATIONS** : Mr S Molapo, Tel no: (012) 309 4167  
: 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 28/30** : **DEPUTY DIRECTOR: MANAGEMENT AND SUPPORT SERVICES REF NO: HR 4/4/6/86**

**SALARY** : R657 558 per annum (All inclusive)  
**CENTRE** : Provincial Office: Limpopo  
**REQUIREMENTS** : Three (3) year tertiary qualification in Human Resources Management/ Business Management/ Public Management/ Public Administration. Two (2) years management experience. Three (3) years functional experience in Human Resource Management services. Knowledge: LOGIS, Persal, BAS, Supply Chain Management policies, Recruitment and selection, Human resources administration, Relevant legislations. Skills: Time management, Leadership/Management, Report writing, Presentation, Interpersonal, Diversity management, Facilitation, Computer literacy, Analytical, Negotiation, Communication (verbal/written), Innovative.

**DUTIES** : Provide an integrated human resources management support and ensure the implementation of all human resource policies in the Province. Manage and coordinate the implementation of an integrated performance, training and development management in the Provincial Office and Labour Centres. Manage the employment relations services in the Provincial Office and Labour Centres. Manage the administration of service benefits, recruitment and selection for Provincial Office and Labour Centres. Provide a financial management service in the Provincial Office and Labour Centres. Manage the supply chain processes within the Provincial Office and Labour Centres.

**ENQUIRIES** : Ms TE Maluleke Tel no: (015) 290 1625  
**APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Limpopo Provincial Office.

**POST 28/31** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR4/4/4/06/28**

**SALARY** : R417 552 per annum  
**CENTRE** : Provincial Office: Braamfontein  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Relations / Human Resource Management/ Law. Two (2) years Supervisory experience. Two (2) years relevant functional experience in Labour Inspections and enforcement Services. Valid driver's licence (B). Knowledge: Departmental Policies and procedures, Batho Pele principles, Public Finance Management Act, Labour Relations Act, Public Service Regulations, Promotion of Equity and prevention of unfair discrimination, Promotion of of Administrative Justice Act, Employment Equity Act . Skills: Planning and Organizing, Computer literacy, Communication, Problem solving, Interviewing, listening and observation, Presentation, Research, Project management.

**DUTIES** : Ensure the implementation of programmes, work plans and policies for Employment Equity Act and Regulations administered by the Department of Labour. Conduct investigations into complex cases that have been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Act programmes. Provide technical advice on sector specific to Employment Equity Act matters. Conduct Advocacy campaigns on EEA and analyse the impact thereof .Manage resources within the unit.

**ENQUIRIES** : Mr L Bleni, Tel no: (012) 309 2553  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliever at 77 Korte Street, Braamfontein

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

**POST 28/32** : **ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/5/49**

**SALARY** : R417 552 per annum  
**CENTRE** : Provincial Office: Kwazulu-Natal  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification In Social Sciences (Psychology; Public/ Business Administration). Two (2) years supervisory experience. Two (2) years functional experience in Public Employment/Public Administration/Management Services. Valid Driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Social Plan

<b><u>DUTIES</u></b>	: Guidelines. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Leadership, Networking. : Provide administrative support to the PES at the Provincial Office. Compile and monitor the budget for the PES at the Provincial Office. Compile and submit reports for the PES at the Provincial Office. Provide human resources management functions to PES at the Provincial Office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mrs D Mlaba Tel no: (031) 366 2010 : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Management, Kwazulu-Natal
<b><u>POST 28/33</u></b>	: <b><u>ASSISTANT DIRECTOR: COIDA 3 POSTS REF NO: HR4/4/9/230</u></b>
<b><u>SALARY CENTRE</u></b>	: R334 545 per annum : Labour Centre: Klerksdorp (1 post), Rustenburg (1 post) and Provincial Office: Mmabatho (1 post)
<b><u>REQUIREMENTS</u></b>	: Three year tertiary qualification degree/diploma in Public Management/ Administration / Social Science /OHS/Finance and HRM are required. A medical background will be an added advantage e.g Professional nurse. Five (5) to eight years supervisory experience in compensation of claims and medical claims processing environment. Valid driver's licence. Knowledge: Public Services, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirement, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and COID Act, regulations, policies and procedures, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service( Batho Pele Principles), Fund Values, Fund IT Operating System, Required IT, DPSA guidelines on COIDA. Skills: Required Technical Proficiency, Business writing, 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, Work Ethics and self management, Risk Management and Corporate Governance.
<b><u>DUTIES</u></b>	: Work scheduling. Provide oversight and control to claims processing and employer assessment processes as required in terms of segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	: Mr OPS Sebatpatso, Tel no: (018) 387 8100 : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735, or hand deliver at University Drive, provident House, Mmabatho
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Management, Mmabatho.
<b><u>POST 28/34</u></b>	: <b><u>ASSISTANT DIRECTOR: TENDER ADMINISTRATION REF NO: HR4/17/07/01HO</u></b> : Chief Directorate: Financial Management
<b><u>SALARY CENTRE</u></b>	: R334 545 per annum : Head Office
<b><u>REQUIREMENTS</u></b>	: Three (3) year relevant tertiary qualification in Supply Chain Management/ Purchasing/Logistics/ Public Administration/Management. Two (2) years supervisory experience. Two (2) years functional experience in Tender administration (Acquisition Management) services. Knowledge: Public Service Act, Public Finance and Management Act (PFMA), Supply Chain Management framework, Departmental policies and procedures, Treasury Regulations, Prescriptions/directives issued by National Treasury and Departments, Broad Based Black Economic Empowerment Act, Policy guidelines and framework for SCM and PFMA, Computer Systems, LOGIS and BAS, Batho Pele Principles. Skills: Communication (Written and Verbal), Problem solving, Interpersonal relations, Management, Presentation and Facilitation, Analytical, Time management, Decision making, Conflict management, Customer focus, Financial management, Negotiation, Project management.
<b><u>DUTIES</u></b>	: Implement procedure of Supply Chain Management in Head Office to ensure compliance. Manage the administration and control of both the Sub-Adjudication Committee (SBAC) and the Departmental Bid Adjudication Committee (DBAC)

Secretariat. Ensure improved service delivery. Manage and control the Acquisition Management unit.

**ENQUIRIES** : Ms K Maholwana, Tel no: (012) 309 4670  
**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

**POST 28/35** : **SENIOR ADMINISTRATION OFFICER REF NO: HR 4/4/6/76**

**SALARY** : R281 418 per annum  
**CENTRE** : Labour Centre: Mokopane  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Public Administration. Two (2) years functional experience. Valid driver's license Knowledge: UIF Systems, Public Service Regulation, Batho Pele Principles, Public Finance Management Act, Departmental Policies and procedures. Skills: Communication, Listening, Customer Relations, Computer literacy, Presentation, Problem Solving, Conflict Management, Supervisory.

**DUTIES** : Monitor and register employer declarations on the system. Maintain and update employer declaration's database. Maintain close working relationship with all relevant stakeholders. Supervise resources in the section.

**ENQUIRIES** : Ms CM Ledwaba, Tel no: (015) 290 1630  
**APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Limpopo Provincial Office.

**POST 28/36** : **TEAM LEADER: INSPECTION SERVICES REF NO: HR 4/4/6/88**

**SALARY** : R281 418 per annum  
**CENTRE** : Labour Centre: Groblersdal  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years experience in Inspection and Enforcement Services. 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 ,Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing (Own and others), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written communication.

**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. Supervise the resources in the Sub- Section.

**ENQUIRIES** : Ms TE Maluleke, Tel no: (015) 290 1625  
**APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Limpopo Provincial Office.

**POST 28/37** : **INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/6/75**

**SALARY** : R281 418 per annum  
**CENTRE** : Labour Centre: Giyani  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification Labour Relations/Human Resource Management for BCEA/ or Electrical/Mechanical Engineering/Environmental

Health/Analytical Chemistry/Chemical Engineering/Civil and Construction Engineering for OHS. Two (2) years functional experience in Inspection and Enforcement Services (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.

**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. Supervise the resources in the Sub- Section.

**ENQUIRIES APPLICATIONS** : Ms TE Maluleke, Tel no: (015) 290 1625

**FOR ATTENTION** : Chief Director: Human Resources Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane

**POST 28/38** : **OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR 4/17/07/410A**

**SALARY CENTRE REQUIREMENTS** : R226 611 per annum  
Supported Employment Enterprise, Silverton  
Three year relevant tertiary qualification in Management/Office Management/Information Management and Technology/Public Management/Public Administration/Business Administration. One year relevant functional experience in Office Administration / secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles. Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management.

**DUTIES** : Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate including diary management for the Director/Chief Director. Render a Secretariat Service for the Office of the Director /Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate/ Chief Directorate. Provide Management Information and records management services in the Directorate/ Chief Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.

**ENQUIRIES APPLICATIONS** : Mr S Nondwangu, Tel no: (012) 843 7300

**FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 28/39** : **FACTORY INSTRUCTOR OPERATIONS 2 POSTS**

**SALARY CENTRE** : R226 611 per annum  
Supported Employment Enterprise, East London (Wood Instructors) - Ref No: HR4/17/07/40EC (1 post)  
Supported Employment Enterprise, Kimberly (Wood Instructors) - Ref No: HR4/17/07/41NC (1 post)

**REQUIREMENTS** : National Diploma (NQF6) in wood/textile/steel. Two (2) years functional experience in wood/steel/textile. Knowledge: Public Service Act, Public Finance management Act, South African Bureau of Standard classifications, Disability Act and policies, Manufacturing. Skills: Planning and organizing, Communication, Computer literacy, Analytical, Interpersonal, Leadership, Technical, Teamwork, Counselling, Ability to work with people with disability.

**DUTIES** : Monitor the textile or wood or steel product manufacturing process and operations within the factories. Plan and coordinate the development of jigs and new products.

**ENQUIRIES** : Ms Gladys Manamela, Tel: (012) 843 7300

**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.

**POST 28/40** : **UI CLAIMS OFFICER 2 POSTS REF NO: HR 4/4/6/83**

**SALARY** : R183 558 per annum

**CENTRE** : Labour Centre: Thohoyandou

**REQUIREMENTS** : Senior Certificate with Accounting or Mathematics as passed major subject. Zero to six months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer Care. Skills: Communication (verbal and written), Listening, Computer literacy, Customer Relations, Planning and organizing.

**DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declarations of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

**ENQUIRIES** : Mr GS Mathumbu, Tel: (015) 290 1629

**APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Limpopo Provincial Office.

**POST 28/41** : **INSPECTOR: INSPECTION SERVICES 4 POSTS**

**SALARY** : R183 558 per annum

**CENTRE** : Labour Centre: Taung- Ref No: HR 4/4/9/243 (1post)  
Labour Centre: Tzaneen-Ref No: HR 4/4/6/80 (1 post)  
Labour Centre: Polokwane-Ref No: HR 4/4/6/84 (1 post)  
Labour Centre: Makhado- Ref No: HR 4/4/6/78(1post)

**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law/ LLB. No experience required. Valid Drivers 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** : Mr GC Morebodi, Tel no: (018) 387 8146  
Ms MN Mavhungu, Tel: (015) 290 1629 (Tzaneen and Makhado)  
Ms J Fope, Tel: (015) 290 1670 (Polokwane)

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735, or hand deliver at University Drive, provident House, Mmabatho, For Attention: Sub-directorate: Human Resources Management, Mmabatho.  
Chief Director: Human Resources Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane, For Attention: Sub-directorate: Human Resources Operations, Limpopo Provincial Office.

<b><u>POST 28/42</u></b>	:	<b><u>UIF CLIENT SERVICE OFFICER 19 POSTS</u></b>
<b><u>SALARY CENTRE</u></b>	:	R183 558 per annum
	:	Labour Centres: Aliwal North- Ref No. HR4/4/1/01 (1 post), Cradock- Ref No. HR4/4/1/02 (2 posts) Fort Beaufort- Ref No. HR4/4/1/03 (1 post) Graaf-Reinet- Ref No. HR4/4/1/04 (1 post) Grahamstown- Ref No. HR4/4/1/05 (1 post) Lusikisiki- Ref No. HR4/4/1/06 (2 posts) Maclear- Ref No. HR4/4/1/07 (2 posts) Mdantsane- Ref No. HR4/4/1/08 (2 posts) Mount Ayliff- Ref No. HR4/4/1/09 (2 post) Port Elizabeth- Ref No. HR4/4/1/10(1 post) Queenstown- Ref No. HR4/4/1/11 (2 posts) Uitenhage- Ref No. HR4/4/1/12 (2 posts)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 /Senior Certificate with Mathematics or Accounting. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Departmental of Labour and UIF policies and procedures, UIF's Vision, Mission and Values, Customer Care Principles, Procedures and guidelines. Skills: Interviewing, Communication (Verbal and written), Computer literacy, Time management, Customer Relations, Analytical, Telephone etiquette, Interpersonal.
<b><u>DUTIES</u></b>	:	Provide screening services. Process application for UIF benefits. Register payment continuation forms. Provide administrative functions.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms P Madikazi, Tel no: (043) 701 3332/42
	:	Deputy Director: Labour Centre Operations P.O. Box 148, Aliwal North, 9750, For Attention: Human Resource Management, Aliwal North Labour Centre Deputy Director: Labour Centre Operations P.O. Box 38, Cradock, 5880, For Attention: Human Resource Management, Cradock Labour Centre Deputy Director: Labour Centre Operations P.O. Box 538, Fort Beaufort, 5720, or Attention: Human Resource Management, Fort Beaufort Labour Centre. Deputy Director: Labour Centre Operations P.O. Box 342, Graaf-Reinet, 5880, For Attention: Human Resource Management, Graaf-Reinet Labour Centre Deputy Director: Labour Centre Operations P.O. Box 2002, Grahamstown, 6140, For Attention: Human Resource Management, Grahamstown Labour Centre Deputy Director: Labour Centre Operations Private Bag X1002, Lusikisiki, 4820, For Attention: Human Resource Management, Lusikisiki Labour Centre Deputy Director: Labour Centre Operations P.O. Box 397, Maclear, 5780, For Attention: Human Resource Management, Maclear Labour Centre Deputy Director: Labour Centre Operations Private Bag X19, Mdantsane, 5219, For Attention: Human Resource Management, Mdantsane. Deputy Director: Labour Centre Operations 26 Bridge Street, Mt Ayliff, 4735, For Attention: Human Resource Management, Mt Ayliff Labour Centre Deputy Director: Labour Centre Operations Private Bag X6045, Port Elizabeth, 6000, For Attention: Human Resource Management, Port Elizabeth Labour Centre Deputy Director: Labour Centre Operations P.O. Box 323, Queenstown, 5320, For Attention: Human Resource Management, Queenstown Labour Centre
<b><u>POST 28/43</u></b>	:	<b><u>ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/6/81</u></b>
<b><u>SALARY CENTRE</u></b>	:	R152 862 per annum
<b><u>REQUIREMENTS</u></b>	:	Labour Centre: Tzaneen Matriculation /Grade 12/ Senior Certificate. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Treasury Regulations. Skills: Interpersonal relations, Analytical, Verbal and written communication, Problem solving, Planning and organising.
<b><u>DUTIES</u></b>	:	Render Supply Chain Management Function in a Labour Centre. Provide a Finance and Office Management Service to the Labour Centre. Render Human Resources Management Service. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre. Render general administrative work for the Labour Center as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr MD Ndouvhada, Tel no: (015) 290 1625

**APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Limpopo Provincial Office.

**POST 28/44** : **PROVISIONING ADMINISTRATION CLERK REF NO: HR 4/4/6/87**

**SALARY** : R152 862 per annum

**CENTRE** : Provincial office: Limpopo

**REQUIREMENTS** : Matriculation/Grade 12 with passed Commercial Subject (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management, Supply Chain Framework, LOGIS System, Preferential Procurement Policy Framework Act, Departmental policies and procedures. Skills: Client orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.

**DUTIES** : Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with Supply Chain Management policies and Treasury Regulations. Compile and render payment processes for goods and service procured. Render process of inventory management support within the Province. Render assets management support to comply with Departmental policies.

**ENQUIRIES** : Ms MN Mavhungu, Tel NO: (015) 290 1629

**APPLICATIONS** : Chief Director: Human Resources Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Limpopo Provincial Office.

**POST 28/45** : **ASSET CLERK REF NO: HR 4/17/07/16AC**

**SALARY** : R152 862 per annum

**CENTRE** : Supported Employment Enterprise, Silverton

**REQUIREMENTS** : Grade 12 or equivalent qualification. Knowledge: Asset Management, Risk management, Relevant Labour policies, procedure and processes, Customer Service (Batho Pele Principles), Stakeholder and customer, Knowledge and understanding of Supply Chain Management Procedures, PFMA, National Treasury Regulations. Skills: Verbal and written communication, Computer literacy, Data and record management, Problem solving.

**DUTIES** : Verify assets and record them in the Supported Employment Enterprises. Record all IT assets in the Supported Employment Enterprises. Execute the disposal of assets in line with the Supported Employment Enterprises policies and procedures. Responsible for acquisition of assets in Supported Employment Enterprises. Monitor the operational performance and maintenance of assets in Supported Employment Enterprises.

**ENQUIRIES** : Ms Thabang Maswi, Tel no: (012) 843 7300

**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