

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 : 14 August 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. 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 30/27 : **DIRECTOR: DECLARATIONS AND CALL CENTRE SERVICES REF NO: HR4/4/3/3DDCS/UIF**

SALARY : R898 743 per annum (All inclusive)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification (NQF level 7) (Degree) in Operations Management/ Operations Research/ Industrial Engineering/ Public Management/ Business Administration/ Finance as recognised by SAQA. Five (5) years at a middle management level with functional experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Employment Equity Act (EEA). Public Service Regulations (PSR), Public Service Act (PSA), Operational Systems. Skills: Communication, Listening, People Management, Numeracy, Computer Literacy, Time Management, Analytical, Interpersonal Report Writing, Planning and Organizing, Financial Management, Interviewing, Monitoring and Evaluation, Presentation, Negotiation, Problem Solving, Driving.

DUTIES : Provide leadership and develop strategies for capturing of registrations, declarations and maintenance of the database in accordance with Unemployment Insurance Act (UIA). Provide leadership and develop strategies for the effective management of claim processes. Provide an effective strategic direction and ensure effective operational administration/ management in the Fund. Provide leadership and develop strategies with regards to the contact centre. Manage resources (Human, Financial, Equipment/ Assets) in the Directorate.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms KJ Kumbi, Tel no: (012) 337 1614
 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 30/28 : **DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/3/DLAP/UIF**

SALARY CENTRE REQUIREMENTS : R898 743 per annum (All inclusive)
 Unemployment Insurance Fund: Pretoria
 An undergraduate qualification (NQF level 7) (Degree) in Economics/Business Management/Financial Management/Entrepreneurship as recognized by SAQA. Five (5) years at a middle management level with functional experience. Valid driver's licence. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Promotion to access to Information Act (PAIA), Government communication and information Systems (GCIS), Strategic Management, Project Management. Skills: Strategic Planning, Diplomacy, Tactfulness, People Management, Financial Management, Analytical, Problem solving, Project Management, Presentation, Planning and Organizing, Communication (both verbal and written), Computer Literacy, Branding Principles, Interpersonal, Facilitation.

DUTIES : Develop Strategies and policies to guide the monitoring of Active Labour Programmes Funding. Coordinate and maintain relations with relevant stakeholders of the Fund involved in Labour activation processes. Conduct Research and monitor financial support provided to the identified Entities/Institutions responsible for the execution of Active Labour Market Programmes. Develop and manage schemes to reduce unemployment and monitor the impact of the Active Labour Programmes. Consolidate reports from all relevant stakeholders and advice the UIF Board regarding the performance of Institutions being funded. Manage all the Resources within the Directorate. Improve control environment through combined assurance and good governance.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms NB Mnconywa, Tel no: (012) 337 1460
 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 30/29 : **DIRECTOR: ORGANIZATIONAL EFFECTIVENESS REF NO: HR4/4/3/DOE/UIF**

SALARY CENTRE REQUIREMENTS : All inclusive: R898 743 per annum
 Unemployment Insurance Fund: Pretoria
 An undergraduate qualification (NQF level 7) (Degree) in Industrial Psychology, Human Resource Management, Industrial Engineering, Operations Management and Management Services as recognised by SAQA. A post graduate diploma/ advanced programme in Organisational Development will be an added advantage Five (5) years at a Middle Management level with functional experience. Valid Driver's License. Knowledge: Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Public Service Regulations (PSR), Public Service Act (PSA), Job Evaluation Process and Job Evaluation System, Job Analysis and Organisational design, Work-study Techniques, Procedure and Methods, Change Management, Business Process Re-engineering. Skills: Communication, Computer Literacy, Listening, Analytical, Presentation, Research, Problem solving, Benchmarking, Numeracy, Report writing, Interpersonal, Time Management, Planning and Organizing, People Management, Specialist Skills. Decision making, Influencing, Facilitation.

DUTIES : Develop strategies with regards to organisational development and organisational design within the UIF. Provide strategic guidance on the development of Change Management strategies and implementation of change interventions within the UIF. Develop employee engagement strategies for the UIF. Provide a strategic guidance on the business process solutions for organisational effectiveness and continuous improvements within the UIF. Provide strategic guidance for effective

implementation of employee performance management system in the Fund.
 Manage resources within the Directorate.
ENQUIRIES : Ms HD Mhlongo, Tel no: (012) 337 1984
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

POST 30/30 : **DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/8/94**

SALARY : R657 558 per annum
CENTRE : Provincial Office: Free State)
REQUIREMENTS : Three (3) year tertiary qualification in Public Administration. Two (2) years management experience. Three (3) years functional experience. Knowledge: Public Financial Management Act (PFMA), UIF and Contribution Act, Human Resource Management, Development and sound labour Relations, Constitution, Project Management, Diversity Management, Risk Management. Skills: Leadership, Management, Report writing (Advance), Computer Literacy, Team Building, Negotiation, Project management, Analytical, Communication, Innovative/Creative.

DUTIES : Monitor the registration of employers and employees declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the Unit. Manage the provision of comprehensive financial administration services.

ENQUIRIES : Ms NP Douw-Jack, Tel no: (051) 5056 350
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand
 Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Bloemfontein.

POST 30/31 : **PRINCIPAL INSPECTOR: EXPLOSIVES/MHI REF NO: HR4/4/4/06/27**

SALARY : R 417 552 per annum
CENTRE : Provincial Office: Gauteng (Braamfontein)
REQUIREMENTS : Three (3) years relevant tertiary qualification in Chemical Engineering/ Chemistry. Two (2) years functional experience in Chemical. Two (2) years Management experience. Valid driver's licence (B). Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, OHSAS, UIA, ISO18001, ISO14001, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Presentation, Innovative, Analytical, Research, Project Management.

DUTIES : Provide inputs into development and implementation of Major Hazard Installations and Explosives policies and strategy for the Department of Labour (DoL). Conduct complex inspections for Major Hazard Installations and Explosives regularly as per OHS programme. Conduct technical research on latest trends of Occupational Health and Safety in terms of Explosives and Chemical Engineering. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES : Mr L Raphela, Tel no: (012) 309 5256
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 30/32 : **PRINCIPAL INSPECTOR: BASIC CONDITIONS OF EMPLOYMENT ACT REF NO: HR4/4/8/268**

SALARY : R417 552 per annum
CENTRE : Provincial Office: Kimberly
REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations Management / Law Degree. Two (2) years Supervisory experience. Two (2) years relevant functional

experience in labour inspections enforcement services. Valid drivers licence. Knowledge: Departmental Policies and procedures, Batho Pele principles, Public Finance Management Act, Basic Conditions of Employment Act, Public Service Regulations, Occupational Health and Safety Act and Regulations, Compensation of Injuries and Diseases 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 Basic Conditions of Employment Act and Regulations. Conduct investigations into complex cases that have been resolved or referred to ensure compliance with the Basic Conditions of Employment Act and Regulations. Monitor, evaluate and report on the impact of Basic Condition of Employment Act programmes. Provide technical advice on sector specific to Basic Conditions of Employment Act matters. Manage resources within the unit.

ENQUIRIES : Mr IS Vass, Tel no: (053) 8381500

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X5012, Kimberly, 8301 or hands deliver at Cnr Compound and Pniel Road.

FOR ATTENTION : Sub-directorate: Human Resource Management, Kimberly.

POST 30/33 : **ASSISTANT DIRECTOR: EMPLOYER REGISTRATION REF NO: HR 4/4/3/2/ASDERG/UIF**

SALARY : R334 545 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three years tertiary qualification in Public Administration/ Administration Management / Administration. Two (2) years supervisory experience. Two (2) years functional experience in UI Operations. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Fund Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication, Listening, People Management, Numeracy, Computer Literacy, Time Management, Customer Relations, Analytical, Interpersonal, Report Writing, Planning and Organizing.

DUTIES : Monitor and provide support on the registration of employers and employees declaration. Manage maintenance of employer and employee database. Manage resources (Human, Financial, Equipment, Assets) in the section.

ENQUIRIES : Mr TC Buys, Tel no: (012) 337 1851

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 30/34 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR 4/4/3/2/ASDIA/UIF**

SALARY : R334 545 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three years tertiary qualification in Internal Auditing. Valid driver's licence. Three (3) years functional Experience in Internal Auditing. Registered with professional body e.g. Institute of Internal Auditors. Knowledge: Internal Audit Manual and Methodology, Public Financial Management Act (PFMA), Treasury Regulations, Public Service Regulations (PSR), Public Service Act (PSA), Project Management, International Internal Audit Standards. International, Financial Reporting Standards, International Accounting Standards, Generally Recognized Accounting Practice, Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Auditor General Processes and Procedures, Basic Conditions of Employment Act (BCEA), Promotion of Access to Information Act (PAIA), Labour Relations Act (LRA). Skills: Communication, Coordinating, Audit Techniques, Risk Assessment, Negotiation. Presentation, Problem Solving, Planning and Organizing, Policy analysis and Development, Computer Literacy, Report Writing.

DUTIES : Develop and provide inputs on audit coverage plan and three year rolling plan. Execute audit engagement Planning. Review the effectiveness of controls on

systems, assets and operations. Verify the reliability and integrity of financial information. Provide internal audit administration support services. Manage resources (Human, Financial, Equipment/Assets) in the Section.

ENQUIRIES : Mr KB Mahloko, Tel no: (012) 337 1609
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 30/35 : **ASSISTANT DIRECTOR: COMMUNICATION REF NO: HR 4/4/9/244**

SALARY : R334 545 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) year relevant tertiary qualification in Communication Science/ Marketing/Public Relation/ Media studies and Journalism. Two (2) years supervisor experience. Two (2) years functional experience in a Media/ Public relations/ Marketing/ Communications services. Valid driver's licence. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PMFA), Basic knowledge of all legislation, Project Management, Batho Pele Principles, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Planning and Organizing, Interpersonal, Computer literacy, Communication, Problem solving, Listening and observation, Negotiation, Event management.

DUTIES : Provide public relations and media liaison services at Provincial level including performing duties and responsibilities as spokesperson for DoL in the Province. Organise stake holder briefings and exhibitions for the whole Province. Market the service of the DoL at Provincial level. Manage DoL internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the Department in the media, production of internal newsletter, etc. Coordinate and facilitate all internal and external events in the Province such as Imbizo outreach, programmes, outside broadcast, National commemorative days, etc.

ENQUIRIES : Mr GC Morebodi, Tel no: (018) 387 8146
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, hand deliver at University Drive, Provident House, Mmabatho.
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho.

POST 30/36 : **SUPERVISOR: REGISTRATION SERVICE REF NO: HR4/4/10/119**

SALARY : R281 418 per annum
CENTRE : Labour Centre: Worcester (Ceres)
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. Z Maimane, Tel no: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 30/37 : **SENIOR EMPLOYER AUDIT SERVICES OFFICER REF NO: HR 4/4/9/249**

SALARY : R281 418 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three(3) year tertiary qualification in Labour Relations Management/ BCom Law/LLB/ Internal Auditing Two (2) years functional experience in Auditing and /financial Management. Valid driver's licence. Knowledge: OHS act and Regulations, Public service Act and Regulations, Batho Pele Principles, Departmental Policies and Procedures COIDA, UIA, SDLA, EEA, SDA, BCEA, LRA. Skills: Planning and Organizing, Facilitation, Computer Literacy, Communication written and verbal, Problem, Project management, Analytical.

DUTIES : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the system that provides expert advice on sector specific UIA & COIDA matters. Coordinate the process that monitors and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the Unit.

ENQUIRIES : Ms AE Maqolo, Tel no: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, hand deliver at University Drive, Provident House, Mmabatho.
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho.

POST 30/38 : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/10/123**

SALARY : R226 611 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations /BCOM Law /LLB /Internal Audit. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Public Service Act and Regulations, OHS Act and Regulations, Batho Pele principles, COIDA, Unemployment Insurance Act, Public Finance Management Act, Basic Conditions of Employment Act, SDLA, Labour Relations Act, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication Written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing, Innovative, Analytical, Research, Project Management.

DUTIES : Perform and monitor the implementation of UIA and COIDA programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of advocacy Campaigns on UI & COIDA regularly and when there are amendments. Supervise resources within the Unit.

ENQUIRIES : Ms. Z Maimane, Tel no: (021) 4418125
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 30/39 : **SENIOR ADMIN CLERK: CLAIMS PROCESSING 3 POSTS**

SALARY : R183 558 per annum
CENTRE : Labour Centre: Klerksdorp- Reference No: HR 4/4/9/246 (2 posts)
Provincial Office: Mmabatho- Reference No: HR 4/4/9/247 (1 post)
REQUIREMENTS : Grade twelve certificate / Three year Tertiary qualification degree/diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required. One to two 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

<u>DUTIES</u>	:	Systems, Risk awareness, COIDA Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT Skills, Fund IT operation systems, Data capturing, Data and records management, Telephone and Etiquette. Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms AE Maqolo, Tel no: (018) 387 8100
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, hand deliver at University Drive, Provident House, Mmabatho. Sub-directorate: Human Resources Management, Mmabatho.
<u>POST 30/40</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR 4/4/6/85</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum Labour Centre: Polokwane Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognised Certificate (NQF5) in Office Administration/Public Management/ Public Administration/ Secretariat. Twelve (12) months functional experience in administration/ Customer/ Client services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Listening, Communication, Ability to interpret legislation, Problem solving, Mediation.
<u>DUTIES</u>	:	Manage the help desk at the first port of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms TE Maluleke, Tel no: (015) 290 1625
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700, or hand deliver at 42A Schoeman Street, Polokwane. Sub-directorate: Human Resources Management, Limpopo.
<u>POST 30/41</u>	:	<u>INSPECTOR: INSPECTION SERVICES 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558 per annum Labour Centre: Kempton Park – Reference No: HR 4/4/4/07/24(1 post) Labour Centre: Labour Centre: Mashishing- Reference No: HR4/4/7/15 (1 post) 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Tshabalala, Tel no: (011) 975 9301 Mr IM Nkosi, Tel no: (013) 235 2368
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Gauteng Province.

Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. For Attention: Sub-directorate: Human Resources Management, Emalahleni

<u>POST 30/42</u>	:	<u>UIF CLIENT SERVICE OFFICER POSTS 12 POSTS</u>
<u>SALARY</u>	:	R183 558 per annum
<u>CENTRE</u>	:	Labour Center Brits- Ref No: HR 4/4/9/250 (1 Post) Labour Center Christiana-Ref No: HR4/4/9/251 (1 Post) Labour Center: Klerksdorp-Ref No: HR4/4/9/252 (2 Posts) Labour Center: Lichtenburg-Ref No: HR4/4/9/253 (1 Post) Labour Centre: Mafikeng-Ref No: HR4/4/9/254 (1 Post) Labour Center: Mogwase-Ref No: HR4/4/9/255 (1 Post) Labour Center: Potchefstroom- Ref No: HR4/4/9/256 (1 Post) Labour Centre: Rustenburg- Ref No: HR4/4/9/257 (2 Posts) Labour Center: Taung- Ref No: HR4/4/9/258 (1 Post) Labour Center: Vryburg-Ref No: HR4/4/9/259 (1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Provide screening services. Process application for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Ms AE Maqolo, Tel no: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735, hand deliver at University Drive, Provident House, Mmabatho.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Mmabatho.
<u>POST 30/43</u>	:	<u>ADMINISTRATION CLERK: TRAINING AND PERFORMANCE REF NO: HR 4/4/7/16</u>
<u>SALARY</u>	:	R152 862 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Grade 12/Matriculation/Senior Certificate. Knowledge: Basic understanding of Departmental policies, and procedures, Batho Pele Principles, Bursary Policy, Performance Management Policy and Guideline. Skills: Communication, Interpersonal, Planning and organising, Computer literacy.
<u>DUTIES</u>	:	Coordinate performance agreements and assessments of employees in the Province. Process applications for bursaries and generic training courses in Province. Maintain an effective records management system for training and performance management.
<u>ENQUIRIES</u>	:	Mr LM Nkotsoe, Tel no: (013) 655 8762
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Emalahleni