

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 : 21 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.

OTHER POSTS

POST 31/24 : **OHS INSPECTOR: INSPECTION SERVICES 2 POSTS REF NO: HR 4/4/4/07/25**

SALARY : R281 418 per annum

CENTRE : Provincial Office: Gauteng

REQUIREMENTS : Three (3) year relevant tertiary qualification 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 : Mr L Raphela, Tel no: (012) 309 3618
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng Province.

POST 31/25 : **SENIOR EMPLOYMENT SERVICE PRACTITIONER (ESP2) REF NO: HR 4/4/17/17**

SALARY : R281 418 per annum
CENTRE : Labour Centre: Mashishing
REQUIREMENTS : Three (3) year relevant tertiary qualification in Social Science / Public Administration. No experience required. Valid driver's licence. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency's (PEAs) and TEAs. Supervise the administration of employer services at the Labour centres.

ENQUIRIES : Mr IM Nkosi Tel no: (013) 235 2368
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hands deliver at Department of Labour, Cnr Hofmeyer Street and Beatty Avenue, Witbank

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

POST 31/26 : **SENIOR INTERNAL AUDITOR: INFORMATION TECHNOLOGY AUDIT REF NO: HR 4/17/08/01HO**

SALARY : R281 418 per annum
CENTRE : Directorate: Internal Audit, Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Bcom IT Management/ Informatics/Information Systems/BSc IT/ Computer Science/ Information Systems. Two (2) years functional Information Technology Audit functional experience. A valid driver's licence. Knowledge: Treasury Regulations and guidelines, Public Finance Management Act, IT Audit frameworks (for e.g. COBIT, ITIL, ISO2700 etc), Ability to research and apply IT control concepts in audit assignments, King Report on Corporate Governance (I and II), Internal Audit concepts, frameworks and methodologies, Principles relating to Governance, Risk Management and control frameworks, Framework for managing performance information, ISACA Standards, Departmental Internal Audit Activity Charter, audit and risk committee charters, International Professional Practices Framework (IPPF) of the Institution of Internal Auditors, (IIA) (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practices Advisories and (5) Practices Guides. Skills: Computer literacy, Communication (verbal and written), Presentation, Planning and organising, Teammate, Good Interpersonal, Leadership, Data analytics (ACL, IDEA, Teammate analytics), Ability to work with minimal supervision.

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

ENQUIRIES : Mr SB Mahlangu, Tel no: (012) 309 4781
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 31/27 : **SAFETY OFFICER: EMPLOYEE WELLNESS REF NO: HR 5/1/2/3/14**

SALARY : R281 418 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three years relevant qualification in safety or similar NQF level 6 qualification. 1-2 years experience in a safety role. 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, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, COIDA tariffs, Technical Knowledge, ISO9000:2008 safety requirements. Legislative requirements: COIDA Act, Regulations and Policies, Public service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency, Business Writing, Required IT, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone and Etiquette, Health and safety.

DUTIES : Coordinate and monitor implementation of safety activities for the Fund. Supervise staff in safety unit.

ENQUIRIES : Mr I Makala, Tel no: (012) 400 8509
APPLICATIONS : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

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

POST 31/28 : **SENIOR STATE ACCOUNTANT: DEBT COLLECTION REF NO: HR 5/1/2/3/15**

SALARY : R281 418 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A National Diploma or Degree in Finance or Financial Accounting. 3-5 years experience in debt collection. Two years supervisory experience. Knowledge: Public Service, Department of Labour and Compensation Fund business strategies and goals, Public Service, Department of Labour and Compensation Fund regulations, policies and procedures, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business process, Customer Service Principles (Batho Pele Principles), Compensation Fund Values, Extensive knowledge and understanding of treasury regulations and audits, Corporate governance guidelines and the development of policies and strategies, Risk Management and audit practices, Required information technology knowledge, Compensation Fund Information Technology operating systems, Understanding of public sector revenue collection processes, Knowledge of internal controls and auditing principles, Knowledge of revenue and income function. Legislative Requirements: Public finance Management Act (PFMA), Compensation for Occupational Injuries and Diseases Act (COIDA), regulations and policies, Public service Regulations Act, Public service regulations, Treasury regulations, Supply chain management prescripts, Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), Road Accident Fund (RAF), Unemployment Insurance Act (UIA), LRA, EE Act, SDA and BCEA. Skills: Strategic leadership and capacity, Service delivery innovation, Client orientation and customer focus, Knowledge management, Excellent communication (Verbal and written), Bad debt management, Debt collection, Financial compliance and reporting, Planning and organising, Negotiation, Programme and project management, Policy development and implementation, Problem solving and analysis, Conflict management, Research analysis and methodology, Required IT Skills, IT Operating System, Decision making, Self management, Budgeting and Financial Management, Continuous improvement, People and performance Management, Developing others, Diversity Management.

DUTIES : Provide debt collection service for the Compensation Fund. Perform Financial Administration duties. Follow up on debtors. Manage recovery of funds from insolvent/deceased estates.

ENQUIRIES : Mr A Mathibe, Tel no: (012) 319 9280
APPLICATIONS : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

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

POST 31/29 : **STATE ACCOUNTANT: DEBT COLLECTION 7 POSTS REF NO: HR 5/1/2/3/16**

SALARY : R226 611 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A National Diploma or Degree in Finance or Financial accounting. Two to Three years experience in debt collection and/or insurance environment. Experience in dealing with BAS, PFMA and Treasury regulations. Supervisory experience. Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals. Public Service, Department of labour and Compensation Fund regulations, policies and procedures, Directorate goals and performance requirements, Extensive knowledge and understanding of treasury regulations and audits, Compensation Fund Services, Compensation Fund Value Chain and business processes, Customer Service principles (Batho Pele Principles), Compensation Fund values, Understanding of risk management and audit practices, Corporate governance guidelines and strategies, Required Information technology knowledge, Compensation Fund Information technology operating systems, Understanding of public sector revenue collection processes, Knowledge of internal controls and auditing principles, Knowledge of revenue and income function. Legislative Framework: DPSA guidelines on COIDA, Public finance Management Act (PFMA), Compensation for Occupational Injuries and Diseases Act (COIDA), regulations and policies, Public service Regulations Act, Public service regulations, Treasury regulations, Supply chain management prescripts, Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), Road Accident Fund (RAF), Unemployment Insurance Act (UIA), LRA, EE Act, SDA and BCEA. Skills: Strategic execution, Client orientation and customer focus, Communication (verbal and written), Bad debt management, Debt collection, Financial compliance and reporting, Campaign management, People and performance management, Problem solving and analysis, Planning and organising, Knowledge management, Negotiation, Decision making, Diversity Management, Self Management, Developing others, Computer literacy, Conflict management, Research, External Environmental Awareness.

DUTIES : Attend to the collection of debt. Attend to financial administration duties. Conduct debtor administration. Recover funds from insolvent/deceased estates.

ENQUIRIES : Mr A Mathibe, Tel no: (012) 319 9280
APPLICATIONS : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

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

POST 31/30 : **STATE ACCOUNTANT: ACCOUNTS RECEIVABLE 6 POSTS REF NO: HR 5/1/2/3/17**

SALARY : R226 611 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A National Diploma/ Degree in Financial Accounting / Finance. One to two years' experience in Accounting/ Finance. Knowledge: Public Service, Department of Labour and Compensation Fund business strategies and goals, Public Service, Department of Labour and Compensation Fund regulations, policies and procedures, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business process, Customer Service Principles (Batho Pele Principles), Compensation Fund Values, Extensive knowledge and understanding of treasury regulations and audits, Corporate

governance guidelines and the development of policies and strategies, Risk Management and audit practices, Required information technology knowledge, Compensation Fund Information Technology operating systems, Understanding of public sector revenue collection processes, Knowledge of internal controls and auditing principles, Knowledge of revenue and income function. Legislative Framework: Public finance Management Act (PFMA), Compensation for Occupational Injuries and Diseases Act (COIDA), regulations and policies, Public service Act, Public service regulations, Treasury regulations, Supply chain management prescripts, Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), Road Accident Fund (RAF), Unemployment Insurance Act (UIA), LRA, EE Act, SDA and BCEA. Skills: Strategic leadership and capacity, Service delivery innovation, Client orientation and customer focus, Knowledge management, Excellent communication (Verbal and written), Bad debt management, Debt collection, Financial compliance and reporting, Planning and organising, Negotiation, Programme and project management, Policy development and implementation, Problem solving and analysis, Conflict management, Research analysis and methodology, Required IT, IT Operating System, Decision making, Self management, Budgeting and Financial Management, Continuous improvement, People and performance Management, Developing others, Diversity Management. Impact and Influence, Managing inter-personal conflict and resolving problems, Networking and Building bonds, Team Leadership, Risk Management and Fund Governance, Change Management, External Environmental Awareness.

DUTIES : Comply with the funds policies and procedures. Perform accounts receivable financial administration duties. Perform the collection of revenue from employers.

ENQUIRIES : Mr A Mathibe, Tel no: (012) 319 9280

APPLICATIONS : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.

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

POST 31/31 : **FINANCE ADMIN OFFICER: ESTATE 3 POSTS REF NO: HR 5/1/2/3/18**

SALARY : R226 611 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A National Diploma in Finance or Financial accounting. One to Two years experience in Finance or Financial Accounting Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals, Public Service, Department of labour and Compensation Fund regulations, policies and Procedures, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Customer Service principles (Batho Pele Principles), Compensation Fund values, Extensive knowledge and understanding of treasury regulations and audits, Corporate governance guidelines and the development of policies and strategies, Risk management and audit practices, Compensation Fund information technology operating systems, Understanding of public sector revenue collection processes, Knowledge of internal controls and auditing principles, Knowledge of revenue and income function. Legislative Framework: Public finance Management Act (PFMA), Compensation for Occupational Injuries and Diseases Act (COIDA), regulations and policies, Public service Regulations Act, Public service regulations, Treasury regulations, Supply chain management prescripts, Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), Road Accident Fund (RAF), Unemployment Insurance Act (UIA), LRA, EE Act, SDA and BCEA. Skills: Strategic leadership and capability, Service delivery innovation, Client orientation and customer focus, Knowledge management, Excellent communication (verbal and written), Bad debt management, Debt collection, Financial compliance and reporting, Planning and organising, Negotiation, Programme and project management, Problem solving and analysis, Conflict management, Research analysis and methodology, Required IT, Decision making, Self Management, Budgeting and financial management, Continuous improvement, Risk management and Fund Governance.

DUTIES : Comply with the funds policies and procedures. Perform accounts receivable financial administration duties. Conduct debtor administration. Perform the collection of revenue from employers.

ENQUIRIES APPLICATIONS : Mr A Mathibe, Tel no: (012) 319 9280

FOR ATTENTION : Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street (Church Street), Benstra Building, Arcadia.
Sub-directorate: Human Resource Planning, Practices and Administration, Compensation Fund.

POST 31/32 : **OFFICE ADMINISTRATOR: MEDICAL SERVICES REF NO: HR 5/1/2/3/19**

SALARY CENTRE REQUIREMENTS : R266 611 per annum.
: Compensation Fund, Pretoria
: Three year relevant tertiary qualification in Management/Office Management/ Information Management and Technology/Public Management/Public Administration/Business Administration. One (1) 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 Directorate including diary management for the 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 Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management Information and records management services in the Directorate. Track and monitor projects tasks within the Chief Directorate

ENQUIRIES APPLICATIONS : Dr LO Mosidi, Tel no: (012) 319 9378
: 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 31/33 : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICES REF NO: HR 5/1/2/3/20**

SALARY CENTRE REQUIREMENTS : R266 611 per annum.
: Compensation Fund, Pretoria
: Three year's tertiary qualification in Human Resource Management. Three years experience in Condition of Service environment. 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, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required knowledge of IT Operating Systems, Risk Awareness Technical Knowledge, PERSAL knowledge. Legislative requirements: COIDA Act, Regulations and Policies, Public service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations Skills: Required Technical Proficiency, Business Writing, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Carry out the administration of conditions of service for the Fund. Supervise staff in conditions of service unit.

ENQUIRIES APPLICATIONS : Mr PJ Sengwane, Tel no: (012) 313 6388
: 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 31/34 : **INSPECTOR: INSPECTION SERVICES REF NO: HR 4/4/07/26**

SALARY : R226 611 per annum
CENTRE : Labour Centre: Johannesburg
REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement environment. 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 the Basic Conditions of Employment Act (BCEA). Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Plan and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct Advocacy Campaigns on Labour Legislation. Drafting and maintaining of inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

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

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

POST 31/35 : **MAINTENANCE OFFICER: PLUMBING REF NO: HR 5/1/2/3/22**

SALARY : R183 558 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A National Diploma/ N6 in Civil Engineering: Plumbing or Civil engineering plus Trade test. Two years relevant experience. A valid driver's license. Knowledge: Maintenance of sub-directorate goals and performance requirements, Compensation Fund Services, Relevant policies, procedures and processes, Customer Service (Batho Pele Principles), Specialised tools, equipment and hardware, Relevant external building industry legislation, norms and standards, Technical Knowledge. Legislative requirements: Occupational Health and Safety Act (OHS), Relevant legislation pertaining to the building industry Skills: Required Technical Proficiency (Plumbing), Report Writing, Specialised tools, equipment and hardware operation, Facilities management Services.

DUTIES : Render technical or practical plumbing trade services. Adhere to Occupational Health and Safety (OHASA) standards, legislation and Fund quality standards and procedures. Perform routine Maintenance and general upkeeps in various premises for the Fund including leased premises.

ENQUIRIES : Mr MS Mokau, Tel no: (012) 406 5736
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 31/36 : **UI CLAIMS OFFICER 2 POSTS**

SALARY : R183 558 per annum
CENTRE : Provincial Office: East London -Ref No. HR4/4/1/80 (1 post)
Labour Centre: Port Elizabeth - Ref No. HR4/4/1/81 (1post)
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 : Ms N Dlova, Tel no: (043) 701 3339
Ms E Terblanche, Tel no: (041) 506 5003

APPLICATIONS : Director: Provincial Operations: Private Bag X9005 East London 5201 For Attention: Human Resources Operations, Physical address No. 3 Hill Street, East London 5201
Deputy Director: Labour Centre Operations: Private Bag X 6045, Port Elizabeth, 6000 For Attention: Human Resources Management, Port Elizabeth Labour Centre.

POST 31/37 : **SECURITY OFFICER 2 POSTS REF NO: HR 5/1/2/3/23**

SALARY : R127 851 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Matric Certificate (NQF 4). Completed NIA security course. Private Security Industry Regulatory Authority grade C. Zero to One year experience in security industry. 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, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Knowledge of Information Technology Operating Systems, Risk Awareness, COIDA tariffs. Legislative Requirements: COIDA Act, Regulations and Policies, Public service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency, Business Writing, Required Information Technology, Fund Information Technology Operating Systems, Data and records management, Telephone Skills and Etiquette, Security skills

DUTIES : Conduct security control according policy and procedure. Adhere to egress control procedures. Adhere to Patrolling procedure.

ENQUIRIES : Ms S Crouse, Tel no: (012) 3199166

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.