

## 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** : 11 September 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 34/19** : **SENIOR LEGAL ADMINISTRATIVE OFFICER (MR 6) REF NO: HR 4/4/3/2DDSLAO/UIF**  
 Re-advertisement

**SALARY** : R420 909- R 1023 054 per annum (OSD)  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : A Four year Degree in Law (LLB/B.Proc) or equivalent qualifications. At least eight years legal services experience (OSD). Admitted as an Attorney/ Advocate. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Public Service Regulations (PSR), Public Service Regulations Act (PSA), Promotion of Access to Information Act (PAIA), Promotion of Administration Justice Act (PAJA), Criminal Procedure Act, Labour Relations Act, The constitution of the Republic of South Africa, Unemployment Insurance Act and Regulations (UICA), Unemployment Insurance Act (UIA), Litigation Procedures, Law of Evidence, Constitutional Law. Skills: Negotiation skills, Communication skills, Time Management skills, Planning and Organizing skills, Project Management skills, Financial Management skills, Strategic planning skills, Report writing, Listening, Computer Literacy, Liaison skills, Diplomatic skills, Policy Development, Networking skills, Interviewing skills.

**DUTIES** : Provide necessary and professional legal advice and support in the Fund. Provide legal strategies directions to obtain maximum impact on the Fund's service delivery. Draft, review and amend legislation, policies, regulations, contracts, memorandum of understanding, service level arrangements and other legal bidding documents for the Fund. Facilitate the promotion of an effective relationship with all stakeholders.

**ENQUIRIES** : Adv. MC Phathela, Tel no: (012) 337 1775  
**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 34/20** : **ASSISTANT DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/2ASDRPD/UIF**

**SALARY** : R334 545 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : A three year tertiary qualification in Public Administration / Public Management. Four (4) years functional experience in Research and Policy environment of which two (2) years must be at supervisory level. Knowledge: Policy Analysis, Development and Management, Research Methodology, Quality Management, Project Management, Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA). Skills: Report writing, Risk Management, Financial Management, Diversity Management, Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, Power Point and Statistical Software such as SPSS, Communication, Conflict Management. Problem Solving, Presentation, Planning and Organizing, Analytical and Creativity.

**DUTIES** : Facilitate Policy Development processes in Unemployment Insurance Fund. Conduct research studies for Unemployment Insurance Fund. Coordinate and monitor the reviewal of policies in Unemployment Insurance Fund. Manage resources (Human, Finance, Equipment, Assets) within the section.

**ENQUIRIES** : Ms DM Ratau, Tel no: (012) 337 1706  
**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 34/21** : **ASSISTANT DIRECTOR: BUDGETS REF NO: HR4/4/3/2ASDB/UIF**

**SALARY** : R334 545 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : National Diploma / B Degree in Accounting Sciences / Financial Management / Commerce. Four (4) years functional experience in financial management environment of which two (2) years must be at supervisory level. Knowledge: Public Finance Management Act (PFMA), National Treasury MTEF Guidelines Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), International Financial Reporting Standards (IFRS), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Financial Management, Communication, Computer Literacy, Time Management, Report writing, Planning and organising, Analytical, Creative, Numeracy.

**DUTIES** : Render effective budget process of the Fund. Provide effective budget governance and compliance to the Fund Prepare budget reports. Manage resources (Financial, Equipment / Assets) in the section.

**ENQUIRIES** : MT Ramanyimi, Tel no: (012) 337 1513  
**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 34/22** : **ASSISTANT DIRECTOR: ICT AUDITS REF NO: HR 5/1/2/3/13**

**SALARY** : R334 545 per annum  
**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Bcom Degree/ National Diploma (with a major in Internal Auditing) or equivalent qualification. Certified Information System Auditor (CISA) or studying towards CISA will be an added advantage. Three to five years working experience in Information System Audit and or Internal Audit with one (1) to two (2) years supervisory experience with knowledge of data analytics and computer assisted audit techniques. Knowledge: Public Service, Department of Labour and Compensation Fund business strategies and goals, Directorate/ sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, Department of Labour and Fund regulations, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operating. Legislative Requirements: COIDA Act, Regulations and Policies, Public service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), Road Accident Fund (RAF), Unemployment Insurance

Act (UIA), General knowledge of the Public Service Regulations, LRA, EE Act, SDA & BCEA Skills: Required Technical proficiency, Business Writing, Required IT, IT Operating Systems, Decision making, Self Management, Applied Strategic Management ,Applied technology, Budgeting and Financial Management ,Communication and Information Management, Continuous improvement, Customer Focus and Responsiveness, People and Performance Management, Developing others, Diversity Management, Impact and influence, Managing interpersonal conflict and resolving problems, Networking and Building bonds, Planning and organising, Problem solving, Project or programme management, Team leadership, Risk Management and Fund Governance, Change Management, External Environmental Awareness.

- DUTIES** : Co-ordinate and execute Information System Audit within the directorate. Provide input to monitoring the Fund's compliance with all relevant legislation and regulations. Assist in the management of the sub-directorate.
- ENQUIRIES** : Ms TE Dikokoe, Tel no: (012) 406 5753
- 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.