ANNEXURE I

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 : 20 November 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). Certified copy of a copy will not be accepted 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 45/31 : **CHIEF OPERATIONS OFFICER REF NO: HR 5/1/2/3/47**

SALARY : R1 127 334 – 1 347 879 per annum (All inclusive)

CENTER : Compensation Fund, Pretoria

REQUIREMENTS : An NQF level 7 qualifications (as recognized by SAQA) in Finance, ICT or Business related Degree. Minimum of 5 years' experience on strategic management, monitoring, evaluation of organizational performance, Information Communication Technology services and customer care at senior management level. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Project Management principles and methodologies, Project management information technologies e. g PMBOK, MS projects, Application of research methodology, Customer Service (Batho Pele Principles), Quality Management principles and processes. Legislative Requirements: Public Finance Management Act (PFMA), Treasury Regulations, Monitoring and Evaluation frameworks. Skills: Strategic Thinker, Visionary, Resilience and Decisiveness, Flexibility, Persuasive communicator, Creativity, Disciplined / Focused, Assertive, Optimist, Responsible, Determined, Sensitive and Supportive, Committed, Driving.

DUTIES : Develop and manage the strategic and operational planning framework to provide impetus to the strategic intent of the fund. Develop and manage the organizational performance management framework aimed at assessing the performance of business units against the strategic plan of the fund. Provide strategic direction on the Customer Care services and Service Delivery, improvement initiatives.

		Manage and oversee Information Communication Technology services of the Fund. Manage the overall Chief Directorate.
ENQUIRIES	:	Mr V Mafata, Tel: (012) 319 9495
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
POST 45/32	:	**CHIEF DIRECTOR: MEDICAL SERVICES REF NO: HR 5/1/2/3/48**
SALARY	:	R1 127 334 – 1 347 879 per annum (All inclusive)
CENTER	:	Compensation Fund, Pretoria
REQUIREMENTS	:	An MBCHB Degree. Diploma in Occupational Health will be an added advantage. Minimum of 5 years' appropriate on SMS –Director Level (MBCHB/ Degree) in Medical processing environment. Registration with HPCSA. Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, Department of labour and Compensation Fund regulations, policies and procedures, Relevant stakeholders, Customer Service principles (Batho Pele Principles), Fund values, Required Information technology knowledge, DPSA guidelines on COIDA, Technical Knowledge 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), General knowledge of the Public service regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving and Analyses, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Driving.
DUTIES	:	Provide research and best practice standards regarding medical services to support the Funds compensation services. Oversee the Adjudication of medical claims and processing of medical accounts. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the operations of the Chief Directorate and resources (Human, Finance, Equipment, Asset) in the Chief Directorate.
ENQUIRIES	:	Mr V Mafata, Tel: (012) 319 9495
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
POST 45/33	:	**CHIEF DIRECTOR: ORTHOTIC, LABOUR ACTIVATION PROGRAMME (LAP) AND REHABILITATION REF NO: HR 5/1/2/3/49**
SALARY	:	R1 127 334 – 1 347 879 per annum (All inclusive)
CENTER	:	Compensation Fund, Pretoria
REQUIREMENTS	:	A Degree in Orthotics and Prosthetics/ Occupational Therapy/ MBCHB or relevant clinical rehabilitation qualification at NQF level 7. Post Graduate Diploma in Occupational Health will be an added advantage. 5 years' experience at Senior Management Level or Director Level on orthotics and prosthetics/ Occupational Therapy and Rehabilitation environment. Registration with HPCSA. Knowledge: Department of Labour (DoL) and Compensation Fund business strategies and goals, Public Service Act, Public Service Regulations, Required IT Knowledge, Technical Knowledge, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act. Legislative Requirements: COIDA Act, National Health Act, Allied Health Profession Act, Rehabilitation Framework, Integrated National Disability Strategy, Promotion of Equity and Prevention of unfair Discrimination Act . Skills: Strategic Capability and Leadership, Programme and Project Management, Rehabilitation, Financial Management, Change Management, Knowledge Management, Service Delivery

Innovation (SDI), Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Driving.

DUTIES : Provide strategic leadership and guidance on the implementation of the Labour Activation Programmes. Provide Direction on the Management of prosthetic and orthotic services. Oversee the development, implement and monitor Rehabilitation and Re-Integration programme for injured employees and advise the Fund on all matters pertaining to the rehabilitation of injured employees. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the operations of the Chief Directorate and resources (Human, Finance, Equipment, Asset) in the Chief Directorate.

ENQUIRIES : Mr V Mafata, Tel: (012) 319 9495

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

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

POST 45/34 : **PRINCIPAL MEDICAL OFFICER: REHABILITATION (GRADE 3) REF NO: HR 5/1/2/3/39**

SALARY : R977 199 – R1221 723 per annum (OSD)

CENTER : Compensation Fund, Pretoria

REQUIREMENTS : An MBCHB Degree. DOH (Diploma in Occupational Health) will be an added advantage. Minimum 10 years appropriate experience after registration with HPCSA. Post incumbent may be required to travel to see patients and clients. Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, Department of labour and Compensation Fund regulations, policies and procedures, Relevant stakeholders, Customer Service principles (Batho Pele Principles), Fund values, Required Information technology knowledge, Compensation Fund Information technology operating systems, DPSA guidelines on COIDA, Technical Knowledge 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), General knowledge of the Public service regulations. Skills: Required Technical Proficiency, Business Writing, Required IT, Fund IT Operating Systems, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem solving and analysis, Decision Making, Accountability, People Management and Empowerment (including developing others), Client orientation and customer focus, Communication, Work Ethic and self-management, Risk management and Corporate Governance, Medical Skills, Environmental Awareness, Environmental Awareness.

DUTIES : Design and implement rehabilitation and integration programme. Manage stakeholder concerns, interests, and questions as they relate to the adjudication process. Manage the sub-directorate.

ENQUIRIES : Mr V Mafata, Tel: (012) 319 9495

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.

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

POST 45/35 : **DIRECTOR: EXECUTIVE SUPPORT REF NO: HR 5/1/2/3/40**

SALARY : R948 174 - R 1116 918 per annum (All inclusive)

CENTER : Compensation Fund, Pretoria

REQUIREMENTS : An NQF level 7 qualifications (as recognized by SAQA) in Project Management or Public Management or Public Administration or Business related. A Minimum of 5 years working experience at MMS level. Knowledge: Departmental policies and procedures, Public Service Regulations (PSR), Public Service Act (PSA),

Labour Relation Act, Employment Equity Act, Project management principles and methodologies, Project management information technologies e.g. PMBOK, MS projects etc. Legislative requirements: COIDA, Recent King report, Batho-Pele principles. Skills: Computer literacy, Change management, People development and empowerment, Strategic management and leadership, Financial management, Project management, Communication, Report Writing, Presentation, Interpersonal relations.

DUTIES : Provide a strategic project coordination service within the Compensation Fund. Review and update the Commissioner's Client Relationship Management Strategy for the Fund. Provide corporate secretariat support to the Board of the Fund and the executive committees meetings. Develop and ensure the implementation of administrative measure for the efficient operation of the Commissioner. Manage the overall strategic planning, policy, projects, monitoring and evaluation Directorate.

ENQUIRIES : Mr V Mafata, Tel: (012) 319 9495

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.

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

POST 45/36 : **DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: HR 5/1/2/3/41**

SALARY : R948 174 - R 1116 918 per annum (All inclusive)

CENTER : Compensation Fund, Pretoria

REQUIREMENTS : An NQF level 7 as recognized by SAQA (tertiary qualification) in Information Technology or Equivalent qualifications. A minimum of 5 years working experience in ICT environment at MMS level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA), State Information Technology Agency Processes (SITA), Information Technology, Infrastructure and Network Architecture Designs, Electronic Document Management System. Legislative requirements: Access to information Act), Minimum Information Security Standard (MISS), Electronic Communication Transaction Act. Skills: Problem Solving, People Management, Strategic Management, Presentation, Planning and Organizing, Analytical, Communication Skills (Written and Verbal), Ability to influence, Computer Literacy, Report Writing, Project Management.

DUTIES : Provide leadership and develop strategies with regards to ICT operations (Infrastructure and Applications) within the Fund. Oversee overall delivery of projects (planning, coordination and execution) in the Fund. Manage knowledge and information management in order to provide a strategic information service and efficient corporate knowledge management system. Manage the resources within the Directorate.

ENQUIRIES : Ms NC Qamata, Tel: (012) 319 9212

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand delivers at 473 Stanza Bopape Street, Benstra Building, Arcadia.

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

POST 45/37 : **DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 5/1/2/3/42**

SALARY : R948 174 - R 1116 918 per annum (All inclusive)

CENTER : Compensation Fund, Pretoria

REQUIREMENTS : An NQF level 7 qualification (as recognized by SAQA) in Public Management or Business Administration or Training and Development related. A Minimum of 5 years experience in a similar field at MMS level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Basic Guide to Private Employment Agencies, Basic Condition of Employment Act (BCEA), Promotion of Access to Information Act (PAIA). Legislative requirements: COID Act, Skill Development Levies Act, Manpower Training Act. Skills: Research and development, Computer literacy, Policy formulation, Change management, People

development and empowerment, Strategic management and leadership, Financial management, Programme and Project management, Knowledge Management.

DUTIES : Develop Strategies and Policies to guide the monitoring of Active Labour Programmes Funding and provide direction on the implementation thereof. Coordinate and maintain relations with relevant stakeholders of the Fund involved in labour issues. Develop and manage systems to monitor the impact of the Active Labour Programmes. Consolidate reports from all relevant stakeholders and advice the CF Board regarding the performance of Institutions being funded. Manage all the Resources within the Directorate.

ENQUIRIES : Mr V Mafata, Tel: (012) 319 9495

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.

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

POST 45/38 : **DIRECTOR: EMPLOYER SERVICES REF NO: HR 5/1/2/3/43**

SALARY : R948 174 - R 1116 918 per annum (All inclusive)

CENTER : Compensation Fund, Pretoria

REQUIREMENTS : An NQF level 7 qualification (as recognized by SAQA) in Accounting, Finance or Business Administration. 5 to 8 years relevant experience in underwriting group insurance or employer registration and assessment/revenue raising area at MMS level. Knowledge: Department of Labour and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund IT Operating Systems, DPSA guidelines on COIDA, Extensive knowledge and understanding of Treasury Audits, Risk management and audit practices, Extensive financial management and international financial regulatory standards, Understanding of public sector revenue collection processes, Extensive knowledge of internal controls and auditing principles. Legislative requirements: Compensation for occupational Injuries and diseases Act (COIDA), Public service regulations Act, Public service regulations, Public finance Management Act (PFMA), Promotion of Access to Information Act, Constitution Act 108 of 1996 (amended) ● Road Accident Fund (RAF), LRA , EE Act, SDA & BCEA Skills: Strategic leadership and capability, Client orientation and customer focus, Service delivery Innovation, Programme and project management, Analytical thinking, Planning and organizing, Communications skills (verbal and written), Knowledge management, Financial Management, Change Management, Problem solving and analysis, Decision Making, Accountability, People management and empowerment (including developing others), Risk Management and Corporate Governance.

DUTIES : Monitor the registration of employers in accordance with the COID Act. Monitor and evaluate employer's compliance with COIDA, on employers' registration and assessment. Manage billing and administration as well as employer's assessment. Manage the operations Directorate. Manage resources within the Directorate.

ENQUIRIES : Ms ME Ruiters, Tel: (012) 319 9378

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand delivers at 473 Stanza Bopape Street, Benstra Building, Arcadia.

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

POST 45/39 : **DIRECTOR: TREASURY, INVESTMENT AND ACTUARIAL SERVICES REF NO: HR 5/1/2/3/44**

SALARY : R948 174 - R 1116 918 per annum (All inclusive)

CENTER : Compensation Fund, Pretoria

REQUIREMENTS : An NQF level 7 qualification (as recognized by SAQA) in Actuarial or Investment Management or Finance or Accounting. CFA/ CA (SA) Professional Qualification will be advantageous. A Minimum of 5 years working experience in Investment Management or Actuarial Management at MMS level. Knowledge:

Public Service Regulations (PSR), Public Financial Management Act (PFMA), Public Service Act (PSA), Labour Relation Act, Batho Pele Principles, All Labour Legislations, Current Institutional Investment Practices, Processes and Theories, Current literature and research on the field, Generally Accepted Accounting Practices (GAAP), International financial reporting standards, General Recognized Accounting Practices (GRAP), Labour Relations Act, Basic Conditions of Employment Act. Legislative requirements: COID Act, Public Finance Management Act (PFMA), National Treasury Regulation. Skills: Complex financial analysis, Budgeting and financial management, Business writing, Computer literacy, Applied strategic management, Communication and information management, change management, Continuous improvement, Customer focus and responsiveness, People and performance management, Conflict Management, Project or programme management, Risk management and Fund Governance.

DUTIES : Direct the treasury and investments in the CF. Provide strategic guidance on treasury services. Provide oversight of the outsourced actuarial services. Oversee the operational processes of the treasury, investment and actuarial services. Manage resources (human, financial, equipment/assets) of the Directorate.

ENQUIRIES : Ms ME Ruiters, Tel: (012) 319 9378

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand delivers at 473 Stanza Bopape Street, Benstra Building, Arcadia.

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

POST 45/40 : **DIRECTOR: MEDICAL CLAIMS REF NO: HR 5/1/2/3/45**

SALARY : R948 174 - R 1116 918 per annum (All inclusive)

CENTER : Compensation Fund, Pretoria

REQUIREMENTS : An NQF level 7 qualification (as recognized by SAQA) in Occupational Nursing or Healthcare Related. Qualification in Occupational Health HPCSA coding certificate will be an added advantage. A Minimum of 5 years working experience at MMS level. Registration with the HPCSA/SANC. Knowledge: DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Value Chain and business processes, Public Service Regulations, Medical Terminology, COIDA tariffs, Relevant stakeholders, Customer service (Batho Pele Principles), Fund IT Operating Systems, DPSA guidelines on COIDA, Technical knowledge. Legislative requirements: COID Act, Medical Regulations, Nursing Regulations, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations. Skills: Computer Literacy, Change Management, People Development and Empowerment, Strategic Management and Leadership, Financial Management, Interpersonal, Problem Solving and Strong Analysis, Strong Report Writing.

DUTIES : Monitor and manage medical claims and set controls for invoices payment. Monitor the implementation of the medical tariffs for clinical coding and billing. Establish and maintain good relations with relations with Medical Service Providers/Association/Stakeholders. Lead the development/review and implementation of medical claims policies and procedures. Manage the operations and resources (Human Finance, Equipment, Assets) of the Directorate.

ENQUIRIES : Mr V Mafata, Tel: (012) 319 9495

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

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

POST 45/41 : **DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/46**

SALARY : R948 174 - R 1116 918 per annum (All inclusive)

CENTER : Compensation Fund, Pretoria

REQUIREMENTS	:	An NQF level 7 Degree/ National Diploma (as recognized by SAQA) in orthotics and prosthetics/ Occupational Therapy. Post Graduate Diploma in Occupational Health/ Occupational Therapy / Occupational Therapy Management will be an added advantage. 5 years experience on Management level/ Deputy Director Level on orthotics and prosthetics environment. Knowledge: Relevant stakeholders, Compensation Fund services, Customer Service (Batho Pele Principles), Fund values, Required Information technology knowledge, Fund IT Operating Systems, DPSA guidelines on COIDA, Technical Knowledge, General knowledge of Public Service Regulations. Legislative Requirements: Public Service Act, Basic Conditions of Employment Act, Employment Equity Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Programme and Project Management, Financial Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analyses, Communication, Work Ethic and Self-management, Risk Management and Corporate Governance, Medical Skills, Environmental Awareness.
DUTIES	:	Develop and design prosthetic and orthotic policy, strategy and processes for the benefit of COIDA patients. Develop and design prosthetic and orthotic regulations for the benefit of COIDA patients. Manage, establish and maintain relationships and protocols with orthotics and prosthetics institution across the country. Manage, implement and monitor prosthetics devices. Manage the operations of the Directorate and resources (Human, Finance and Equipment).
ENQUIRIES	:	Mr V Mafata, Tel: (012) 319 9495
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

OTHER POSTS

POST 45/42	:	**MEDICAL OFFICER: REHABILITATION GRADE 2 REF NO: HR 5/1/2/3/38**
SALARY	:	R842 028 – 920 703 per annum (OSD)
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	An MBCHB Degree. DOH (Diploma in Occupational Health) will be an added advantage. Minimum 5 years appropriate experience after registration with HPCSA as a Medical Practitioner. Post-MBCHB clinical application in a disability setting. Post incumbent may be required to travel to see patients and clients. Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, Department of labour and Compensation Fund regulations, policies and procedures, Relevant stakeholders, Customer Service principles (Batho Pele Principles), Fund values, Required Information technology knowledge, Compensation Fund Information technology operating systems, DPSA guidelines on COIDA, Technical Knowledge. 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), General knowledge of the Public service regulations. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem solving and analysis, Decision Making, Accountability, People Management and Empowerment (including developing others), Client orientation and customer focus, Communication, Work Ethic and self-management, Risk management and Corporate Governance, Medical Skills, Environmental Awareness.

DUTIES	:	Assist in the designing and implementation of rehabilitation and integration programme. Assist in the management of stakeholder concerns, interests, and questions as they relate to the adjudication process.
ENQUIRIES	:	Dr LO Mosidi Tel: (012) 319 9378
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
POST 45/43	:	**DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/8/133**
SALARY	:	R657 558 per annum (all inclusive)
CENTRE	:	Provincial Office: Free State
REQUIREMENTS	:	Three (3) year tertiary qualification in Risk Management/Auditing or Accounting or Economics. Two (2) years Management experience. Three (3) years functional experience in Risk Management/Internal Audit. Valid driver's license. Knowledge: Public Finance Management Act and Treasury Regulations, Fraud and Corruption Legislative Framework, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organised Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act, Labour Relations Act, Public Service Act and Regulations. Skills: Project Management, Analytical, Communication, Interpersonal, Problem solving, Report writing, Computer (Word, Excel, PowerPoint), Mentoring and coaching.
DUTIES	:	Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop Plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption Conduct risk research and analysis. Manage all resources within the unit.
ENQUIRIES	:	Ms NP Douw-Jack, Tel: (051) 5056 203
APPLICATIONS	:	Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivers at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Bloemfontein
POST 45/44	:	**DEPUTY DIRECTOR: BENEFICIARY SERVICES 2 POSTS REF NO: HR 4/4/4/10/06**
SALARY	:	R657 558 per annum (all inclusive)
CENTER	:	Provincial Office: Gauteng (1 post) Provincial Office: Gauteng, Station: Labour Centre: Germiston (1 post)
REQUIREMENTS	:	Three (3) years tertiary qualification in Operations Management/ Operations Research/ Public Management/ Business Administration/ Finance and/ or equivalent qualification. Two (2) years management experience. Three (3) years functional experience in Operations. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Treasury Regulations, Basic Condition of Employment Act, Batho Pele principles, Labour Relations Act, Employment Equity Act, Public Service Regulation, Public Service Act, Operations Systems. Skills: Leadership, Management, Financial Management, Report Writing Computer Literacy, Team Building, Negotiation, Project management, Analytical, Communication (both verbal & written), 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. Manage the resource in the Sub Directorate.
ENQUIRIES	:	Mr B J Dingaan, Tel: (011) 853 0300
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
POST 45/45	:	**PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/4/10/05**
SALARY	:	R417 552 per annum
CENTRE	:	Provincial Office: Braamfontein

REQUIREMENTS : A Three year relevant tertiary qualification in Labour Relations Management/ BCOM Law/LLB. Two (2) years supervisory experience. Two (2) years functional experience in labour/inspection enforcement services. A valid driver's license. Knowledge: Batho Pele Principles, Public Finance Management Act (PFMA), Public Service Regulations, Employment Equity Act (EEA), Departmental policies and procedures, COIDA. Skills: Planning and organizing, Communication, Computer literacy, Problem solving, Interview listening and observation, Analytical, Innovative, Research, Project Management, Presentation

DUTIES : Ensure the implementation of programmes, work plans and policies for Employment Equity act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters.

ENQUIRIES : Adv. M Msiza, Tel: (012) 309 5253

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001

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

POST 45/46 : **PRINCIPAL INSPECTOR: BCEA REF NO: HR 4/4/8/124**

SALARY : R417 552 per annum

CENTRE : Provincial Office: Free State

REQUIREMENTS : Three (3) years relevant tertiary qualification in Labour Relations Management/Law degree. Two (2) years supervisory experience. Two (2) years functional experience in labour/inspections enforcement services. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, BCEA, Public Service Regulations, Skills Development Act, Skills Development Levies Act, Labour Relations Act, Employment Services Act. Skills: Planning and organizing, Computer literacy, Communication, Problem Solving, Interviewing listening and observation Presentation, Research, Project management, Analytical, Innovative.

DUTIES : Ensure the implementation of programmes, work plans and policies for Basic Condition Employment Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Basic Condition Employment Act and Regulations. Monitor, evaluate and report on impact of Basic Condition Employment Act programmes. Provide technical advice on sector specific Basic Condition Employment Act matters. Manage the resources within the unit. Conduct advocacy campaigns on BCEA and analyse the impact.

ENQUIRIES : Ms A Mantutle, Tel: (051) 5056 347

APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivers at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein

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

POST 45/47 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/5/114**

SALARY : R334 545 per annum

CENTRE : Provincial Office: Kwazulu-Natal

REQUIREMENTS : Three (3) years tertiary qualification in Risk Management/ Internal Auditing/ Accounting/ Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit. Valid Drivers license. Knowledge: Public Sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulations, Anti fraud and corruption policies, Criminal & Commercial Law, Labour Regulations, legislation, policies and procedures. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigation, Interviewing, People Management ,Computer literacy, Time Management, Communication, Interpersonal Presentation, Planning and organizing.

DUTIES : Implement Risk management strategies / policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the

		Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.
ENQUIRIES	:	Mr WS Mpanza Tel: (031) 366 2186
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4001
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Provincial Office: KZN
POST 45/48	:	**AUDIT COMMITTEE MEMBER REF NO: HR5/1/2/3/37**
SALARY	:	Members will be remunerated according to rates approved by the Department
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	A relevant three-year tertiary or equivalent Legal qualification for appointment as a member of the Audit Committee of the Compensation Fund for a period of three years. Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Corporate Law within the public sector and Legal Compliance. The applicants should be independent and knowledgeable on the status of their positions as member of the Audit Committee. A knowledgeable person who keeps up to date with the development of Corporate Law and Legal Compliance profession and developmental aspects, member of a recognised body, a person who has Government interest in delivering a better service to its citizens. Candidates should have executive management experience corporate law and legal compliance for more than ten years. Exposure in serving in the oversight committees will be an advantage.
DUTIES	:	Fulfil oversight responsibilities with regard to governance, Information Technology governance, risk management, internal controls, legal compliance, external and internal audit, management accounts and annual financial statements. Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities. Help build trust and confidence in how the fund is managed. Regulate and discharge all the responsibilities as contained in the Audit Committee Charter. Competencies and attributes: Analytical thinking ability and good communication skills. Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, encourage openness and transparency, healthy scepticism and professional approach, high level of integrity, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, offer new perspective.
ENQUIRIES	:	Ms B Gumbu, Tel: (012) 319 9320
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 473 Stanza Bopape Street, Benstra Building, Arcadia.
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund