

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.

<u>CLOSING DATE</u>	:	22 December 2017 at 16:00
<u>NOTE</u>	:	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

<u>POST 49/61</u>	:	<u>DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR4/4/3/2DDAS/UIF</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558. Per annum (all inclusive) Unemployment Insurance Fund: Pretoria Three years tertiary qualification in Actuarial Services / Mathematics / Economics / Statistics / Finance. Five (5) years experience in Actuarial Management. Knowledge: UI Act, UI Contributions Act, Public Finance Management Act (PFMA), Treasury Regulations, Investment markets and portfolio management, Generally Accepted Accounting Practices (GAAP), International Financial Reporting Standards, Generally Recognised Accounting Practices (GRAP), MS Office, Actuarial projections and reporting methodologies and techniques. Skills: Leadership, Management, Computer Literacy, Communication, Accounting, Time Management, Planning and Organization, Analytical, Research,
<u>DUTIES</u>	:	Provide technical guidance and actuarial functions in the UIF. Manage financial accounting and disclosure Services. Maintain the working relationship with external actuaries and investment advisors. Manage the provision of comprehensive financial administration services. Manage resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ASC Fourie, Tel: 012 337 1520 Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, UIF

POST 49/62 : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR4/4/3/2ASDFSA/UIF**
Re-advertisement

SALARY : R334 545. Per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three (3) years tertiary qualification in Financial Information Systems. Four (4) years functional experience in Financial Systems Administration of which two (2) years must be at a supervisory level. Knowledge: Treasury Regulations, Accounting Principles, Software, coding and programming used in the financial and related systems. Skills: Communication, Listening, Analytical, Presentation, Problem Solving, Innovative and Creative, People Management, Report Writing, Planning and Organizing, Interpretation, Advanced Computer Literacy.

DUTIES : Maintain the Chart of Accounts on the financial system. Maintain the effective and efficient operation of the financial system and facilitate new system requirements. Manage the development of any new system requirements Maintenance of data. Manage exception transactions. Manage a logging system for all service requests, errors and change requests. Co-ordination of the use of the systems by all users. Co-ordinate the control and allows access, security of access, levels of access and access to specific fields on the financial system by all users. Co-ordinate the integration between the financial systems with the operational system. Co-ordinate all maintenance calls, request for service and user support. Provide high-level user support with regard to use of financial systems, running of reports, running data queries through data bases and financial reports. Manage resources (Human, Finance, Equipment, Assets) in the section ENQUIRIES: Ms M Schmidt, Tel: (012) 337 1716

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 49/63 : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTI CORRUPTION REF NO: HR4/6/6/108**

SALARY : R334 545. Per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : Three (3) year tertiary qualification in Risk Management/Internal Audit/Accounting/Forensic Investigation. Two (2) years Supervisory experience. Two (2) years functional experience in anti-fraud / corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, All Labour Legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations. Skills: Planning and organising, Time management, Conflict management, Analytical, Investigation, Communication (verbal & written), Computer Literacy, Presentation.

DUTIES : Implement Fraud detection and Anti-Corruption Strategies for Provincial Offices. Conduct Investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud & corruption management programmes. Liaise with appropriate section within the Department of Labour and external stakeholders on Fraud Prevention & Anti-corruption measures.

ENQUIRIES : Ms MC Ledwaba, Tel: (015) 290 1768

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700, or hands deliver at Department of Labour, 42A Schoeman Street Polokwane

FOR ATTENTION : Sub-directorate: Human Resource Management, Limpopo Provincial Office