

## 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.*

- 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.
- CLOSING DATE** : 08 May 2018 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). 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 DPSSA 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 16/10** : **DEPUTY DIRECTOR: PENSIONS REF NO: HR 5/1/2/3/25**
- SALARY** : R779 295 – R917 970 per annum (All inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A National Diploma / Degree in Financial Management / Internal Audit / Financial Accounting. 3 years functional experience on Assistant Director Level or entry management in Benefits environment. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures, relevant stakeholders Customer Service (Batho, Pele Principles), Technical Knowledge, White paper transformation, Public Service Regulations (PSR), Public Service Act. Labour Relation Act, Financial Management, Legislative Requirement: PFMA and National Treasury Regulations, COIDA. Skills: Planning and Organizing, Strong Analytic, Communication – Both Written and Verbal, Report Writing, Decision making, Budgeting and Financial Management, Continuous improvement, Stakeholder relations management, Client orientation and customer focus, Problem solving and analysis, Relationship management/ alliance partnering, Diversity management, Critical system thinking.

<b><u>DUTIES</u></b>	:	Develop and Manage pensions policies. Manage the administration of pensions and pensions run. Manage the maintenance of pensions. Manage the payment of foreign pensioners. Manage all resource in the sub – directorate
<b><u>ENQUIRIES</u></b>	:	Ms P Sihlangu, Tel No: (012) 319 9334
<b><u>POST 16/11</u></b>	:	<b><u>DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR 5/1/2/3/26</u></b>
<b><u>SALARY</u></b>	:	R779 295 – R917 970 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A BSc or BCom degree in Actuarial Sciences or Financial Maths, Quantitative Finance or Financial Economics. 3 years experience in Actuarial or Statistical or Mathematical environment on Assistant Director or entry management level in actuarial services environment Knowledge: Compensation Fund, policies and procedures, relevant stakeholders, Customer Service (Batho Pele Principles), Technical knowledge, Actuarial Services models, processes and techniques. Legislative requirements: COIDA Act, Regulations and policies, Public Service Act, PFMA and National Treasury Regulations, Promotion of Access Information Act, Public Service Regulations. Skills: Business Writing, Required IT, Decision making, Budgeting and Financial Management, Communication -Both written and verbal, Managing inter-personal conflict, Planning and organising, Risk Management and Fund Governance, Actuarial, Statistical, Analytical, Quantitative, Ability to influence, Driving.
<b><u>DUTIES</u></b>	:	Manage and monitor service level agreements with the appointed actuarial services provider. Manage the execution of technical actuarial services for the Compensation Fund. Manage the compilation of statistical data and information for reporting purposes. Manage all the resources in the sub-directorate
<b><u>ENQUIRIES</u></b>	:	Mr J Modiba, Tel No: (012) 406 5609
<b><u>POST 16/12</u></b>	:	<b><u>DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: HR 5/1/2/3/23</u></b>
<b><u>SALARY</u></b>	:	R657 558 – R774 576 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Three year degree/ diploma in Information technology is required. 3-5 years' management experience in database administration (Oracle), application database management (oracle), designing and extracting reports & PL/SQL and crystal reports. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Compensation Fund Value Chain, Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Required IT knowledge, Information technology operating systems, Risk Awareness, COIDA Act, Public Service Regulations, Public Service Act, Knowledge management applications, Understanding of the capabilities and limitations of information technology, Database structures and procedures, Tools and utilities. Programming techniques, Knowledge management procedures, processes, policies and standards Legislative Requirement: COIDA Act, Regulations and Policies, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations. Skills: Fund Information Technology operating systems, Data capturing, Data and records management, Telephone Skills and Etiquette, Excellent knowledge management , Library management, Archiving and records management, Cataloguing, Problem Solving and analysis, Decision making, Accountability, Analytical, Planning and organising, Institutionalization of research, Report writing and information management, Communication, Computer literacy, Attention to detail.
<b><u>DUTIES</u></b>	:	Design and develop a reporting framework. Develop and draw strategic and operational report. Contribute to the development of an executive dashboard and an integrated client database. Manage the information resource centre. Provide Knowledge management training and system monitoring. Manage the sub-directorate
<b><u>ENQUIRIES</u></b>	:	Mr JTR Headbush, Tel No: (012) 406 5853

<b><u>POST 16/13</u></b>	:	<b><u>DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: HR 5/1/2/3/24</u></b>
<b><u>SALARY</u></b>	:	R657 558 – R774 576 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Three year qualification in Security Management/ equivalent qualification. Completed NIA security management course. Private Security Industry Regulatory Authority grade A. 3-5 years relevant experience in security management Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Value chain and business processes, Relevant Fund policies, procedure and processes, Stake holders and customers, Customer Service (Batho Pele Principles), Technical knowledge Legislative requirements: COIDA Act, Regulations and policies. Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Public Service Regulations, Criminal Procedure Act, Corruption Act. Skills: Required Technical Proficiency, Business Writing, Required IT, Data and records Management, Telephone skills etiquette, Security, Investigation.
<b><u>DUTIES</u></b>	:	Manage the Physical security compliance with the Minimum Information Security Service. Manage the security operations of the Fund. Develop, implement and monitor the application of egress protocols in accordance with the control of access to public premises and vehicle act (Act 53 of 1985). Manage the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr AK Pillay, 012 406 5608
<b><u>POST 16/14</u></b>	:	<b><u>ASSISTANT DIRECTOR: PENSION PAYMENTS REF NO: HR 5/1/2/3/19 (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R417 552 – R491 847 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma / Degree in Accounting/ Financial Management. 2 years functional experience on pension or payroll administration environment. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge Legislative requirements: COIDA, Public Service Act, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act. Skills: Planning and Organizing, Communication Skills – Both Written and Verbal, Decision making, Budgeting and Financial Management, Managing inter – personal conflict and resolving problems, Risk Management and Fund Governance, Analytical, Required Technical Proficiency, Business Writing, Data and records management.
<b><u>DUTIES</u></b>	:	Provide inputs into the pension's payment policy. Approve pension payments and monitor correct banking details database. Release pensions for foreigners. Establish and maintain relations with stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms P Sihlangu Tel No: (012) 319 9334
<b><u>POST 16/15</u></b>	:	<b><u>ASSISTANT DIRECTOR: PENSION ADMINISTRATION AND MAINTENANCE REF NO: HR 5/1/2/3/20 (4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R417 552 – R491 847 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A National Diploma / Degree in Accounting, Internal Auditing and Occupational Nursing. 3 years experience on Senior Practitioner level in a pension or payroll administration environment Knowledge: Compensation Fund policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles), Technical Knowledge Legislative requirements: COIDA. Public Service Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act. Skills: Planning and Organizing, Communication – Both Written and Verbal, Decision making, Budgeting and Financial Management, Managing inter – personal conflict and resolving problems, Risk Management and Fund Governance, Analytical, Required Technical Proficiency, Business Writing, Data and records management.
<b><u>DUTIES</u></b>	:	Provide inputs in the development of pension's policies. Maintain pensions master data. Compile reconciliation of pensions changes. Maintain proper record management of pension files. Establish and maintain relations with stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms P Sihlangu Tel No: (012) 319 9334

**POST 16/16** : **ASSISTANT DIRECTOR: TREASURY AND INVESTMENTS MANAGEMENT REF NO: HR 5/1/2/3/21**

**SALARY** : R417 552 – R491 847 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three year qualification in Finance or Investment Management. 2 years functional experience in treasury and investment management environment on Senior State Accountant level. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures, Relevant stakeholders, Batho Pele Principles, Technical knowledge, Data and records management, Treasury and investment models, tools, processes and techniques Legislative requirements: COID Act, Regulations and Policies, Public Service Act, PFMA and National Treasury Regulations, Public Service Regulations. Skills: Required Technical Proficiency, Business Writing, Required IT, Budgeting and Financial Management, Communication both verbal and written, People and Performance Management Managing inter-personal conflict, Planning and organising, Problem solving, Risk Management and Fund Governance, Statistical, Analytical, Finance Reporting, Financial management, Treasury management, Investment management.

**DUTIES** : Review the reports on the position and performance of the investment portfolios. Perform the investment accounting review functions of the portfolios. To monitor the daily cash flow of the Fund. Supervision of staff.

**ENQUIRIES** : Mr L Kotta, 012 319 9266

**POST 16/17** : **ASSISTANT DIRECTOR: ACTUARIAL SERVICES REF NO: HR 5/1/2/3/22**

**SALARY** : R417 552 – R491 847 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A B.Sc. degree in Actuarial Sciences/Mathematical Stats/ Statistics. 3 years experience on Actuarial or Statistical or Mathematical on Senior State Accountant level in actuarial service environment Knowledge: Compensation Fund, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical knowledge, Actuarial Services models, processes and techniques Legislative requirements: COIDA Act, Regulations and policies, Public Service Regulations, PFMA and National Treasury Regulations, Promotion of Access Information Act. Skills: Business Writing, Required IT, Decision making, Communication verbal and written, Budgeting and Financial Management, Customer Focus and Responsiveness, Managing inter-personal conflict, Planning and organising, Problem solving, Risk Management and Fund Governance, Actuarial, Statistical, Analytical, Quantitative.

**DUTIES** : Maintain the service level agreement with the appointed actuarial services provider. Monitor the execution of actuarial service functions for the Compensation Fund. Compile statistical data and other information for reporting purposes. Attend to administrative functions within the sub-directorate.

**ENQUIRIES** : Mr L Kotta, 012 319 9266

**POST 16/18** : **ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: HR 5/1/2/3/16**

**SALARY** : R334 545 – R394 065 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three year qualifications in Business Management / Business Administration / Management Services. 2 years functional experience in Strategic planning environment. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, Monitoring and Evaluation Framework, Legislative Requirement: COIDA, PFMA and National Treasury Regulations, Public Service Act, Public Service Regulations (PSR). Skills: Strategic planning. Client orientation and customer focus. Programme and project management. Strong analytical, Communication, (verbal and written). Conflict management, Planning and organising, Problem solving, Computer literacy, Report writing, Financial and budgeting management, Gathering of performance data.

- DUTIES** : Coordinate and facilitate the development of Compensation Fund strategy and Operational plans. Facilitate the implementation of the Compensation Fund strategies and Operational plans. Coordinate the Compilation of strategic and operational plans. Facilitate the development and implementation of service delivery improvement plan.
- ENQUIRIES** : Mr MJ Ledwaba: (012) 319 9277
- POST 16/19** : **ASSISTANT DIRECTOR: ORGANIZATIONAL DESIGN AND JOB EVALUATION REF NO: HR 5/1/2/3/17**  
(This is a Re-Advertisement candidates who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R334 545 – R394 065 per annum  
: Compensation Fund, Pretoria  
: A Three year qualification in Management Services (Work Study)/ Operations Management/ Production Management/ Industrial Psychology/ (Human Resource Management / Public Management/ Business Management/ Applied Organisational Development). 2 years experience on Senior Practitioner level on related environment. 2 years supervisory experience on related environment. Knowledge: Compensation Fund, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, Work study techniques, procedures and methods, Job Evaluation and Organisational design, Job Evaluation models processes and techniques, White paper on transformation  
Legislative requirements: Public Service Regulations (PSR), PFMA and National Treasury Regulations, Public Service Act (PSA), Labour Relation Act. Skills: Problem Solving, Root cause identification, Presentation, Planning and Organising, Strong Analytic , Communication -Both Written and Verbal, Report Writing, Driving, Decision Making, Budget and Financial management, Continuous improvement, Performance Management.
- DUTIES** : Design and maintain the organisational structures and facilitate the reviews thereof. Facilitate and coordinate the development of job descriptions / profiles for Compensation Fund. Facilitate the process of evaluating existing/ new and redefined jobs within Compensation Fund. Management of resources.
- ENQUIRIES** : Ms MZ Makua, Tel No: (012) 400 8522
- POST 16/20** : **ASSISTANT DIRECTOR: KNOWLEDGE MANAGEMENT INFORMATION SERVICES REF NO: HR 5/1/2/3/18**
- SALARY CENTRE REQUIREMENTS** : R334 545 – R394 065 per annum  
: Compensation Fund, Pretoria  
: A Bachelor's Degree Commerce/ Statistics is required. 3-5 years' experience in a related position in an analytical, statistical and Information/ Knowledge management services. 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, Corporate governance guidelines and strategies, Compensation Fund Information technology operating systems, DPSA guidelines on COIDA, Knowledge management applications, Database structures and procedures, Basic programming techniques, Basic research methodology: Legislative Requirement: Compensation for occupational Injuries and diseases Act (COIDA), regulations and policies, Public Service Regulations, Public Service Act, 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 & BCEA. Skills: Strategic execution, Client orientation and customer focus, Communication (verbal and written), People and performance management, Problem solving and analysis, Planning and organising, Knowledge management (including data management and record keeping), Negotiation, Decision making, Diversity Management, Self-Management, Developing others,

**DUTIES**

: Computer literacy (with extensive Excel and Access), Conflict management, Research, Statistical analysis, Quality control, External Environmental Awareness. Coordinate the collection, collation, processing of data and information. Conduct analysis and disseminate statistical information to the various stakeholders. Implement the operational plan of the sub-directorate.

**ENQUIRIES**

: Mr JRT Headbush, Tel No: (012) 406 5608