

## 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.*

<b><u>CLOSING DATE</u></b>	:	01 June 2018 at 16:00
<b><u>NOTE</u></b>	:	Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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.

## MANAGEMENT ECHELON

<b><u>POST 20/12</u></b>	:	<b><u>SENIOR MANAGER: MEDICAL SERVICES (02 POSTS)</u></b> (This is a Re-Advertisement candidates who previously applied are encourage to re-apply)
<b><u>SALARY CENTRE</u></b>	:	R1 355 916 per annum (OSD) Provincial Office: Eastern Cape, Ref No: HR 5/1/2/3/78 Provincial Office: Western Cape, Ref No: HR 5/1/2/3/79
<b><u>REQUIREMENTS</u></b>	:	An MBCHB Degree. A Diploma in Occupational Health will be an added advantage. Ten years relevant experience gained after registration. Registration with the South African Medical and Dental Council Knowledge: COIDA. Social security systems. Public Service. DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Public Services. DoL and Fund regulations. Policies and procedures. Customer Services (Batho Pele Principles). Fund Values. Fund IT Operating System. DPSSA guidelines on COIDA. Technical knowledge. Legislative Requirements: COIDA Act, Regulations and Prescripts. 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 Regulations. LRA, EE, Act, SDA and BCEA. Recognition of Customary Marriage Act Skills: Relevant 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. Planning and Organizing. Problem Solving and Analysis. Decision Making. Accountability. People Management and Empowerment. Communication. Client orientation. Work Ethics and self-management. Risk Management and Corporate Governance. Environmental Awareness.

**DUTIES** : Manage the medical occupational programme for compensation benefits processing. Develop and manage support networks. Provide the medical occupational support to stakeholder. Provide strategic direction. Manage finance and assets. Manage projects and programme. Manage projects and programmes. Manage Human Resources in accordance with relevant prescripts.

**ENQUIRIES APPLICATIONS** : Mr V Mafata Tel No: (012) 319 9495

**FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building  
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

#### OTHER POSTS

**POST 20/13** : **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT AND CLIENT SUPPORT REF NO: HR 5/1/2/3/66**

**SALARY CENTRE REQUIREMENTS** : R779 295 – R917 970 per annum (All inclusive)  
Compensation Fund, Pretoria

: A Three year qualification in Public Management/ Business Administration/ Customer Care/ IT Communication. 3 years functional experience in Customer Care Environment. 2 years supervisory experience Knowledge: Compensation Fund Services and Funds Values. Customer Service principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury Audits. Risk management and audit practices. Knowledge of investigation methods and techniques. Required Information technology knowledge. Risk management compliance Legislative Requirement: Public Finance Management Act (PFMA). Public Service Regulations. Treasury Regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. White Paper on Batho Pele Principles. Road Accident Act Skills: Service delivery innovation. Client orientation and customer focus. Excellent communication (Verbal and written). Planning and organising. Problem solving and analysis. Conflict management. Decision making. Budgeting and Financial Management. Continuous improvement. People and Performance Management. Diversity Management.

**DUTIES** : Promote the culture of quality customer care service. Manage and compare maturity of customer care practice against a wide range of industry standards. Manage and develop relationships with internal and external partner's. Manage the sub directorate

**ENQUIRIES APPLICATIONS** : Mr JRT Headbush Tel No: (012) 406 5853

: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/14** : **DEPUTY DIRECTOR: POLICY COORDINATION, MONITORING AND EVALUATION REF NO: HR 5/1/2/3/65**

**SALARY CENTRE REQUIREMENTS** : R657 558 – R774 576 per annum (All inclusive)  
Compensation Fund, Pretoria

: A Three year qualification in Business Management/ Business Administration/ Monitoring and Evaluation/ Management Services. 2 years functional experience in Policy Research, Monitoring and Evaluation on entry management level or Assistant Director Level. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Monitoring and Evaluation Framework. Policy Research Framework. Application of research methodology Legislative Requirement: COIDA. PFMA and National Treasury Regulations. Public Service Act. Public Service Regulations Skills: Policy, monitoring and evaluation. Client orientation and customer focus. Programme and project management. Strong analytical skills. Communication skills (verbal and written). Conflict management. Planning and organising. Problem solving. Computer literacy. Report writing. Financial and budgeting management.

**DUTIES** : Manage development of policies within the Fund. Manage the performance assessment and evaluation of institutional overall performance. Manage the process of policy research and policies development. Manage and ensure that advocacy sessions are conducted for refined and newly developed policies. Manage all the resources in the Sub-directorate

**ENQUIRIES** : Mr MJ Ledwaba Tel No: (012) 319 9277

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/15** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: HR 5/1/2/3/64**

**SALARY** : R657 558 – R774 576 per annum (All inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A Three year qualification in Finance/ Accounting. 3 years functional experience in Finance environment on Assistant Director Level or entry management level. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Data and records management. Treasury and investment models, tools, processes and techniques Legislative Requirements: COIDA Act, Regulations and policies. Public Service Act. PFMA and National Treasury Regulations. Public Service Regulation Skills: Business writing skills. 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 skills. Analytical skills. Financial reporting skills. Financial management. Treasury management skills.

**DUTIES** : Manage financial misconduct, losses and claims. Manage entity oversight and financial performance. Manage effective audit coordination, governance and financial regulatory framework within the Fund. Manage all resources in the sub-directorate.

**ENQUIRIES** : Mr J Modiba Tel No: (012) 406 5609

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/16** : **IT PROJECT MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: HR 5/1/2/3/63**

**SALARY** : R657 558 – 774 576 per annum (All inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A Three year degree/ diploma in Information Technology/ Computer Science and certificate in Project Management is required. 3-5 years' management experience in IT project management and project methodologies Knowledge: Relevant Fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). IT Operating Systems. Project risk management. Project and programme budgeting. Project management best practice, theory and methodology. Portfolio management/reporting. Configuration management. E-government enterprise IT programme/projects. Wireless area network and local area network Legislative Requirement: Minimum Information Security Standards. Archives Act. Access to Information Act. Electronic Information Act Skills: Business writing. Fund IT Operating systems. Computer proficiency. Data capturing. Data and records management. Telephone skills and etiquette. Project management. Research skills. Innovative problem solving. Communication. Planning and control. Attention to detail. Conceptual and formulation. Strategic thinking. PMBOK and MS projects.

**DUTIES** : Initiate, plan and scope IT projects. Manage project integration. Co-ordinate and manage IT projects according to the IT project management framework. Manage project quality assurance. Manage project resourcing, costing and performance evaluation. Manage the sub-directorate.

**ENQUIRIES** : Mr JRT Headbush Tel No: (012) 406 5853

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/17** : **DEPUTY DIRECTOR: DEBTORS MANAGEMENT REF NO: HR 5/1/2/3/62**

**SALARY** : R657 558 – 774 576 per annum (All inclusive)

**CENTRE** : Compensation Fund, Pretoria

<b><u>REQUIREMENTS</u></b>	:	A Three year qualification in Financial Accounting/ Finance. 3 years' experience in Debt Collection Management environment on Assistant Director or entry management level. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Financial models processes and techniques Legislative requirements: COIDA. Public Service Act. PFMA and National Treasury Regulations. Public Service Act and Regulations. Promotion of Access Information Act. Public Service Regulations Skills: Planning and Organising. Communication skills-Both written and verbal. Decision making. Budgeting, and Financial Management. Performance Management. Risk Management and Fund Governance. Analytical skills. Debt management skills.
<b><u>DUTIES</u></b>	:	Manage the collection of outstanding employer's contributions. Manage the maintenance of debtors accounts. Manage all the resources in the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr M G Molotsi Tel No: (012) 319 9226
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>POST 20/18</u></b>	:	<b><u>DEPUTY DIRECTOR: THIRD PARTY REF NO: HR 5/1/2/3/61</u></b>
<b><u>SALARY</u></b>	:	R657 558 – 774 576 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Three year qualification in Financial Accounting or Finance. 3 years functional experience in Debt Collection Management environment on Assistant Director or entry management level. 2 years supervisory experience. Experience on dealing with SAP or ERP Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Financial models processes and techniques Legislative requirements: COIDA. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access Information Act. Public Service Regulations Skills: Planning and Organising. Communication skills-Both written and verbal. Ability to influence. Decision making. Budgeting, Financial Management. Managing inter-personal conflict and resolving problems. Risk Management and Fund Governance. Analytical skills. Report writing
<b><u>DUTIES</u></b>	:	Manage debt collection process of Third Party claims (recoveries). Manage Debt Collection process for Exempted Employer Administration Cost (government departments). Manage the Collection of Sundry debtors (medical claims overpayments, staff debt). Manage all the resources in the sub-directorate
<b><u>ENQUIRIES</u></b>	:	Mr M G Molotsi Tel No: (012) 3199226
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>POST 20/19</u></b>	:	<b><u>DEPUTY DIRECTOR: PROVINCIAL SUPPORT REF NO: HR 5/1/2/3/60</u></b>
<b><u>SALARY</u></b>	:	R657 558 – 774 576 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Three year qualification in Operations Management/ Business Management/ Business Administration. 3 years' functional experience on relevant field. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge Legislative requirements: Public Service Regulations (PSR). Public Service Act (PSA). Labour Relation Act. PFMA and National Treasury Regulations. COIDA Skills: Planning and Organising. Strong Analytic. Communication skills-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 analyses. Relationship management / alliance partnering. Diversity management. Critical systems thinking skills
<b><u>DUTIES</u></b>	:	Manage the implementation of the Fund's Annual Performance Plan across CF Operations in Provinces. Manage the implementation of the Fund's Workplan across CF Operations in Provinces. Manage the implementation of the Fund's performance information policy and procedures across CF Operations in Provinces. Manage provincial visits in order to provide technical support to improve the Fund's performance. Manage all resources in the sub-directorate.

**ENQUIRIES** : Mr MJ Ledwaba Tel No: (012) 319 9277  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building  
**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**POST 20/20** : **DEPUTY DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/70**

**SALARY** : R657 558 – 774 576 per annum (All inclusive)  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three years relevant tertiary qualification in Business Administration. Project Management certificates will be an added advantage. 3 years functional experience in managing projects. 2 years supervisory experience Knowledge: Compensation Fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies. Project management information technologies e.g. PMBOK, MS projects etc. Application of research methodology. COIDA. Customer service (Batho Pele Principles). Technical knowledge. Quality management principles and processes. Public policy and frameworks Legislative requirements: Public Finance Management Act. Public Service Act. Public Service Regulations. Treasury regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996. LRA, EEA, SDA and BCEA Skills: Strategic management. Programme and project management. Strong analytical skills. Financial management. Project monitoring and evaluation Communication skills (Verbal and Written). Conflict management. Budget and Financial Management. Knowledge management. Continuous improvement. People and Performance Management. Diversity Management. Planning and organising. Problem solving. Risk Management and Fund Governance. Change Management.

**DUTIES** : Manage the integration and delivery of priority projects and programmes for the Compensation Fund. Manage projects deliverables in line with Fund and legislative quality standards and expectations. Provide best practice development aid operational plan of the strategic management and programme office. Manage finances and physical assets within the strategic management and programme office. Manage resources in the sub-directorate.

**ENQUIRIES** : Ms M Khosa Tel No: (012) 319 9495  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building  
**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**POST 20/21** : **ASSISTANT DIRECTOR: PUBLIC LIAISON OFFICER REF NO: HR 5/1/2/3/59**

**SALARY** : R417 552 – 491 847 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three year qualification in Public Management/ Business Administration/ Customer Care. 2 years functional experience in Customer Care. 2 years supervisory experience Knowledge: Compensation Fund Services and Funds Values. Customer Service principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury Audits. Risk management and audit practices. Knowledge of investigation methods and techniques. Required Information technology knowledge. Risk management compliance Legislative Requirement: Public Finance Management Act (PFMA). Public Service Regulations. Treasury Regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. White Paper on Batho Pele Principles. Road Accident Act Skills: Service delivery innovation. Client orientation and customer focus. Excellent communication (Verbal and written). Planning and organising. Problem solving and analysis. Conflict management. Decision making. Budgeting and Financial Management Continuous improvement. People and Performance Management. Diversity Management

**DUTIES** : Coordinate and provide support to Presidential, DG and Commissioner's Hotlines. Implement the operational plan and assist in the development and maintenance of systems for Presidential, DG and Commissioner's Hotline. Coordinate e and Implement effective problem solving processes and procedures. Supervise staff.

**ENQUIRIES** : Mr JRT Headbush Tel No: (012) 406 5853  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/22** : **ASSISTANT DIRECTOR: PROVINCIAL SUPPORT REF NO: HR 5/1/2/3/58 (2 POSTS)**

**SALARY** : R334 545 – R394 065 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three year qualification in Operations Management/ Business Management/ Business Administration. 2 years' functional experience on relevant field. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge Legislative requirements: Public Service Regulations (PSR). Public Service Act (PSA). Labour Relation Act. PFMA and National Treasury Regulations. COIDA Skills: Planning and Organising. Strong Analytic. Communication skills-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 analyses. Relationship management / alliance partnering. Diversity management. Critical systems thinking skills.

**DUTIES** : Coordinate the implementation of the Fund's Annual Performance Plan across CF Operations in Provinces. Coordinate the implementation of the Fund's Workplan across CF Operations in Provinces. Facilitate the implementation of the Fund's performance information policy and procedures across CF Operations in Provinces. Conduct provincial visits in order to provide technical support to improve the Fund's performance. Manage all resources in the sub-directorate.

**ENQUIRIES** : Mr MJ Ledwaba Tel No: (012) 319 9277  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/23** : **ASSISTANT DIRECTOR: TENDERS AND CONTRACTS REF NO: HR 5/1/2/3/57**

**SALARY** : R334 545 – R394 065 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three year qualification in Supply Chain Management/ Logistics/ Purchasing Management. B Com in Law will be an added advantage. 2 years functional experience in SCM Contract Management and Demand and Acquisitions. 2 years supervisory experience in SCM Contract Management and Demand and Acquisitions Knowledge: Compensation Fund Services. DoL and Fund policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. SAP knowledge. COIDA. Public Service Act. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act Legislative Requirement: Preferential Procurement Policy Framework Act (PPPFA). PFMA. National Treasury Regulations (Practice Notes Key). BBBEE procurement provisions Skills: Required Technical proficiency in Supply Chain management. Business writing skills. Decision making. Budgeting and Financial Management. Communication and Information Management. Customer focus and Responsiveness. People and Performance Management. Planning and Organising. Problem solving. Team leadership. External Environmental Awareness.

**DUTIES** : Coordinate the establishment of different Bid committees. Coordinate the Bid Committee process. Coordinate the Contract Management process. Management of resources in the sub-directorate.

**ENQUIRIES** : Ms L Qupe Tel No: (012) 313 6344  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/24** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: HR 5/1/2/3/56**

**SALARY** : R334 545 – R394 065 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three year qualification in Supply Chain Management/ Financial Management/ Commerce with Accounting as a passed subject. A valid Drivers License is required. 3 years functional experience at a Senior Practitioner level on Asset Management

environment. 2 years supervisory experience Knowledge: Compensation Fund business strategies and goals. Customer Service (Batho Pele Principles). Technical knowledge Legislative Requirement: COIDA. Preferential Procurement Policy Framework Act (PPPFA). PFMA and National Treasury Regulations. Public Service Act. Occupational Health and Safety Act (OHS). Generally Recognised Accounting Practice (GRAP) Skills: Required Technical proficiency. Report writing skills. IT Operating systems. Decision making. Budgeting and Financial Management. Communication and Information Management. Customer focus and Responsiveness. People and Performance Management. Risk management and Fund Governance. Analytical skills.

**DUTIES** : Coordinate asset management activities in the Fund. Maintain the Assets Register. Coordinate asset verification project. Supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr SP Maseema Tel No: (012) 313 6302

**FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building  
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**POST 20/25** : **ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: HR 5/1/2/3/55**

**SALARY CENTRE REQUIREMENTS** : R334 545 – R394 065 per annum  
Compensation Fund, Pretoria  
A Degree/National Diploma in Records Management/ Archival Studies/ Information Management. 2 years functional experience in Records Management. 2 years experience on Supervisory level in records management Knowledge: Compensation Fund objectives and business functions. Compensation Fund Value Chain and business processes. Relevant Fund policies, procedures and processes. Customer Service (Batho Pele Principles). Risk Awareness. COIDA. Records Management policies and procedures Legislative requirements: Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Promotion of Access to Information Act. National Archives and Records Services Act. Promotion of Administrative to Justice Act. Protection of Personal Information Act (POPI).

**DUTIES** : Implement Records Management strategies and policies. Manage the Registry and Messenger Services in the Fund. Provide library services in the Fund. Manage human, financial and physical resources.

**ENQUIRIES APPLICATIONS** : Mr J Morris Tel No: (012) 319 9429

**FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building  
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**POST 20/26** : **ASSISTANT DIRECTOR: FINANCE (PROVINCIAL OFFICES) 09 POSTS**

**SALARY CENTRE** : R334 545 – 394 065 per annum  
Provincial Office, Gauteng Ref No: HR 5/1/2/3/46 (01 Post)  
Provincial Office, Free State Ref No: HR 5/1/2/3/47 (01 Post)  
Provincial Office, KwaZulu-Natal Ref No: HR 5/1/2/3/48 (01 Post)  
Provincial Office, Eastern Cape Ref No: HR 5/1/2/3/49 (01 Post)  
Provincial Office, Western Cape Ref No: HR 5/1/2/3/50 (01 Post)  
Provincial Office, North West Ref No: HR 5/1/2/3/51 (01 Post)  
Provincial Office, Northern Cape Ref No: HR 5/1/2/3/52 (01 Post)  
Provincial Office, Mpumalanga Ref No: HR 5/1/2/3/53 (01 Post)  
Provincial Office, Limpopo Ref No: HR 5/1/2/3/54 (01 Post)

**REQUIREMENTS** : A Three year qualification in Public Finance Management/ Cost and Management Accounting/ Accounting Management and Financial Information System. 2 years functional experience in Finance. 2 years supervisory experience Knowledge: Treasury Regulations. COIDA. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Act. Public Finance Management Act (PFMA) Legislative requirements: Public Service Regulations (PSR). National Treasury Regulations Skills: Innovative/ Creative. Report writing. People Management. Financial Management. Communication (Both written and verbal). Computer Literacy. Time Management. Interpersonal. Budgeting.

**DUTIES** : Facilitate the payment of Compensation Fund benefits in relation to accounts receivable and payable functions. Coordinate and monitor the financial activities relating to procurement of goods and services including reconciliation of accounts

where Compensation Fund Operations are concerned. Manage movable and immovable assets of the fund in line with relevant prescripts. Manage intergraded budget planning and expenditure relating to Compensation Fund Operations. Provide technical support to Processing Offices and report on all Compensation Fund Financial matters including financial systems. Management of resources

**ENQUIRIES**  
**APPLICATIONS**

: Mr J Modiba Tel No: (012) 406 5609  
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein; For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng  
Chief Director: Provincial Operations: PO Box 940, Durban, 4001 or hand deliver at 267 Anton Lembede (Smith Street), Royal Building 11th Floor; For Attention: Sub-directorate: Human Resources Management, Provincial Office: KZN  
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town; For Attention: Sub-directorate: Human Resources Management, Western Cape  
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho; For Attention: Sub-directorate: Human Resources Management, Mmabatho  
Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein; For Attention: Sub-directorate: Human Resources Management, Bloemfontein  
Chief Director: Provincial Operations: Private Bag X 9368, Polokwane 0700 or hand deliver at 42A Schoeman Street, Polokwane; For Attention: Human Resources Operations, Limpopo  
Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road, Kimberley; For Attention: Sub-directorate: Human Resources Management, Provincial Office: Kimberley  
Chief Director: Provincial Operations: Private Bag X9005, East London, 5200 Or hand deliver at 03 Hill Street, East London; For Attention: Sub-directorate: Human Resources Operations, Provincial Office, Eastern Cape  
Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035, or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank; For Attention: Sub-directorate: Human Resources Management, Emalahleni

**POST 20/27**

: **ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION OPERATIONS REF NO: HR 5/1/2/3/45**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R334 545 – R394 065 per annum  
: Compensation Fund, Pretoria  
: A Three year qualification in Information Systems/ Technology/ Informatics. 2 years functional experience in information systems on Senior Practitioner level. 2 years supervisory experience. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. ITIL Framework. COIDA guidelines Legislative requirements: Public Service Regulations (PSR). Public Service Act (PSA). Labour Relation Act. Batho Pele Principle. COIDA, Regulations and Policies. PFMA and National Treasury Regulations. Promotion of Access to Information Act Skills: Required Technical Proficiency. Business Writing Skills. Required IT (Ms Office& Operating skills). Communication skills-Both written and verbal. Continuous Improvement. Problem Solving. Planning and organising. People Management. Risk Management and Fund Governance. External Environmental Awareness.

**DUTIES**

: Enhance the performance and functionality of existing and new Operational Management systems. Co-ordinate daily operations of the System and provide support to end-users. Co-ordinate the regular maintenance of operational systems. Supervision of staff.

**ENQUIRIES**  
**APPLICATIONS**

: Ms W Malapela Tel No: (012) 319 9622  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building  
: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**FOR ATTENTION**

**POST 20/28**

: **ASSISTANT DIRECTOR: IT IMPLEMENTATION REF NO: HR 5/1/2/3/44**

**SALARY**  
**CENTRE**

: R334 545 – R394 065 per annum  
: Compensation Fund, Pretoria



<b><u>REQUIREMENTS</u></b>	:	A Three year qualification in Information and Communication Technology/ Computer Science. 2 years functional experience in Information and Communication Technology/ Computer Science environment. 2 years supervisory experience in ICT/ Computer Science Knowledge: COIDA guidelines (for government departments), Public Service Regulations, IT Operating system, Risk awareness, Public Service Act, Compensation Fund value chain, PFMA and National Treasury Regulations, Customer Service principles (Batho Pele Principles), Technical knowledge, Project Management theory, practice and methodologies Legislative Requirement: COIDA, Promotion of Access to Information Act, Public Service Act, National Treasury Regulations. Skills: Communication both (Verbal and written), Telephone etiquette, Organising and Planning, Decision making, Analytical, Project Management, Good client relations.
<b><u>DUTIES</u></b>	:	Implement IT systems implementation strategies. Evaluation of the effectiveness of the newly implemented systems. Facilitate the maintenance of the IT systems and disposal process. Manage all resources in the Sub-directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr JRT Headbush Tel No: (012) 406 5853
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>POST 20/29</u></b>	:	<b><u>ASSISTANT DIRECTOR: SERVICE DELIVERY IMPROVEMENT AND CLIENT SUPPORT REF NO: HR 5/1/2/3/43</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 – R394 065 per annum Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Three year qualification in Communications/ Marketing/ Call Centre Management/ Customer Service. 2 years functional experience in Call Centre/ Customer Care Service. 2 years supervisory experience Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Customer Service principles (Batho Pele Principles). Technical knowledge. Guidelines on COIDA Legislative Requirement: COIDA. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. PAJA Skills: Required Technical proficiency. Business writing skills. Decision making. Budgeting and Financial. Communication (Verbal and written). Continuous improvement. Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and resolving problems. Networking and Building bonds. Project or programme. Team leadership. Risk and Fund Governance. External Environmental Awareness. Planning and Organising.
<b><u>DUTIES</u></b>	:	Coordinate and monitor the implementation of the service delivery improvements at Compensation Fund customer access points. Manage customer relationships with stakeholders for service delivery improvements. Participate in change management sessions for service delivery improvements programmes. Manage resources.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr JRT Headbush Tel No: (012) 406 5853
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>POST 20/30</u></b>	:	<b><u>ASSISTANT DIRECTOR: POLICY COORDINATION, MONITORING AND EVALUATION REF NO: HR 5/1/2/3/42</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 – R394 065 per annum Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	A Three year qualification in Business Management / Business Administration / Management Services. 2 years functional experience in Policy Research, Monitoring and Evaluation environment on Senior Practitioner level. 2 years supervisory experience Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Monitoring and Evaluation Framework. Policy Research Framework. Application of research methodology Legislative Requirement: PFMA and National Treasury Regulations. COIDA. Public Service Act. Public Service Regulations Skills: Policy, monitoring and evaluation. Client orientation and customer focus. Programme and project management. Strong analytical skills. Communication skills (verbal and written). Conflict management. Planning and organising. Problem solving. Computer literacy. Report writing. Financial and budgeting management.

**DUTIES** : Facilitate the implementation of policy development strategy and guideline within the Compensation Fund. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Set research agenda, provide policy support, development processes and maintain repository. Conduct the advocacy session for redefined and newly developed policies.

**ENQUIRIES APPLICATIONS** : Mr MJ Ledwaba Tel No: (012) 319 9277

**FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/31** : **ASSISTANT DIRECTOR: LOSES CLAIMS AND FINANCIAL MISCONDUCT REF NO: HR 5/1/2/3/41 (02 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R334 545 – R394 065 per annum  
 Compensation Fund, Pretoria  
 A Three year qualification in Financial Management/ Auditing. 2 years functional experience in Finance Management/ Auditing. 2 years supervisory experience  
 Knowledge: Compensation Fund Services. DoL and Fund policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. SAP knowledge. COIDA Act. Public Service Act. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act Legislative Requirement: PFMA and National Treasury Regulations. Public Service Regulation. White paper transformation of public services Skills: Business Writing skills. 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 skills. Analytical skills. Financial reporting skills. Financial management.

**DUTIES** : Provide inputs in the development of policies and procedures regarding financial misconduct and losses. Facilitate the process of conducting investigations and reporting of financial misconduct. Facilitate and coordinate the process of monitoring losses and claims. Provide secretariat services to the Financial Misconduct and Advisory committee. Supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr J Modiba Tel No: (012) 406 5608

**FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/32** : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/40**

**SALARY CENTRE REQUIREMENTS** : R334 545 – R394 065 per annum  
 Compensation Fund, Pretoria  
 An appropriate National Diploma/ Bachelor's Degree in risk management and/or Internal Audit and/or Finance is required. 3 - 5 years' experience in risk management or internal audit environment plus supervisory experience. Knowledge: Public Service, Department of labour and Compensation Fund regulations, policies and procedures. Customer Service principles (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Corporate governance guidelines and strategies. Directorate goals and performance requirements. Required Information technology knowledge. Compensation Fund Information technology operating systems. DPSA guidelines on COIDA. Thorough understanding of Fraud and corruption processes. External Environmental. Awareness Legislative requirements: National intelligence Act. Protection of Information Act. Criminal procedure Act. Public finance Management Act (PFMA). Compensation for occupational Injuries and diseases Act (COIDA), regulations and policies. 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 & BCEA Skills: Client orientation and customer focus. Communication (verbal and written). Campaign management. People and performance management. Problem solving and analysis. Planning and organising. Knowledge

management. Negotiation. Decision making. People management. Computer literacy. Conflict management. Research skills.

**DUTIES** : Provide input to the with and manage risk management services within the Fund. Provide input to the with risk assessments and profiling to ensure effective implementation of the risk management process. Manage risk awareness, education and training programmes. Assist in the management of the sub directorate

**ENQUIRIES** : Ms K Nkabinde Tel No: (012) 406 5626

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/33** : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR 5/1/2/3/39 (02 POSTS)**

**SALARY** : R334 545 – R394 065 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A Three year qualification in Industrial Psychology/ Public Management or Business Management (or Administration)/ Management Services or Production Management or Work Study/ Operations Management/ Human Resource Management with the Certificate in Applied Organisational Development. 2 years functional experience on Senior Practitioner level in Change Management environment. 2 years supervisory experience Knowledge: Compensation Fund strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Change Management models, tools, processes and techniques Legislative Requirement: Public Service Regulations (PSR). Public Service Act (PSA). Labour Relation Act. PFMA and National Treasury Regulations. White paper on transformation Skills: Personal interaction. Presentation. Root cause identification. Business Writing. Decision making. Budgeting and Financial Management. Communication verbal and written. Continuous improvement. Performance Management. People Management. Planning and organising. Problem solving. Project or program management.

**DUTIES** : Coordinate and develop the Change management intervention plans for the Fund. Provide support to the Change Projects within the Fund. Coordinate the implementation of Change Management processes. Facilitate the implement transformation programmes. Supervision of staff.

**ENQUIRIES** : Ms P Teffo Tel No: (012) 313 6395

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

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

**POST 20/34** : **ASSISTANT DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/69**

**SALARY** : R334 545 – R394 065 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A Three years relevant tertiary qualification in Business Administration/ Project Management. Project Management certificates will be an added advantage. 2 years functional experience in project co-ordination and managing. 2 years supervisory experience Knowledge: Compensation Fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies. Project management information technologies e.g. PMBOK, MS projects etc. Application of research methodology. COIDA. Customer service (Batho Pele Principles). Technical knowledge. Quality management principles and processes. Public policy and frameworks Legislative requirements: Public Finance Management Act. Public Service Act. Public Service Regulations. Treasury regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996. LRA, EEA, SDA and BCEA Skills: Strategic management. Programme and project management. Strong analytical skills. Financial management. Project monitoring and evaluation Communication skills (Verbal and Written). Conflict management. Budget and Financial Management. Knowledge management. Continuous improvement. People and Performance Management. Diversity Management. Planning and organising. Problem solving. Risk Management and Fund Governance. Change Management.

<b><u>DUTIES</u></b>	:	Provide project/ programme support in terms of planning project activities and deliverables. Assist with project budget management. Coordinate project/ programme quality management. Assist in ensuring that the best practice is implemented in all projects/ programmes. Manage resources in the sub-directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms M Khosa Tel No: (012) 319 9495
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>POST 20/35</u></b>	:	<b><u>ASSISTANT DIRECTOR: BANK RECONCILIATION REF NO: HR 5/1/2/3/68</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 – R394 065 per annum Compensation Fund, Pretoria A Three year qualification in Financial Accounting/ Finance. 2 years' functional experience in Bank Reconciliation environment. 2 years supervisory experience Knowledge: Financial Management. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GRAAP). Labour Relations Act. Public Service Act. PFMA and National Treasury Regulations. Constitution Act 108 of 1996. Public Service Regulations Skills: Business writing skills. Decision making. Required IT Skills. Budgeting, and Financial Management. Diversity Management. Conflict management. Planning and organising. Project or programme management. Team leadership. Risk Management.
<b><u>DUTIES</u></b>	:	Coordinate the overall maintenance of bank accounts. Coordinate manual and electronic reconciliation process. Coordinate allocation of unknown receipts. Coordinate the monthly reconciliation of supplier balances to supplier statement. Supervision of staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Dlamini Tel No: (012) 406 5610
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>POST 20/36</u></b>	:	<b><u>ASSISTANT DIRECTOR: PAYABLE CLAIMS REF NO: HR 5/1/2/3/67 (02 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 – R394 065 per annum Compensation Fund, Pretoria A Three year qualification in Accounting or Financial Management. 2 years functional experience in Financial Management environment. 2 years supervisory experience Knowledge: Financial Management. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Technical Knowledge Legislative requirements: COIDA. Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Public service Act. PFMA and National Treasury Regulations. Public Service Regulations Skills: Business Writing Skill. Decision making. Budgeting and Financial Management. People and Performance Management. Conflict management. Planning and organising. Problem solving. Project or programme management. Team leadership. Risk Management.
<b><u>DUTIES</u></b>	:	Coordinate the effective and effective daily operation of the processing of accounts payable. Coordinate efficient payment system in the Fund. Maintain the accurate reporting system. Supervision of staff.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr P Moloto Tel No: (012) 319 9142
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>POST 20/37</u></b>	:	<b><u>ASSISTANT DIRECTOR: TELECOMMUNICATIONS REF NO: HR 5/1/2/3/77</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 – R394 065 per annum Compensation Fund, Pretoria A Three year qualification in Telecommunication/ Information Technology. 2 years functional experience in telecommunication or information Technology environment. 2 years supervisory experience Knowledge: Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Telecommunications models, tolls, processes and techniques. Data records Management Legislative requirements: Public Service

Regulations. Occupational Health and Safety Act (OHS). Public Service Act. Labour Relation Act. Whitepaper on Transformation. SA Bureau standard. Environmental Management Act. Energy regulations. Building regulations Skills: Required Technical proficiency. Business writing skills. Required IT (Ms Office & Operating skills). Analytical thinking. Communication. Po activeness and initiative. Honesty, Integrity. Planning and Organising. Problem solving and decision making. Ability to influence. Active listening. Root cause identification. Presentation. Personal interaction skills.

**DUTIES**

: Coordinate telecommunication maintenance and Switchboard services in the Funds. Coordinate and monitor Telecommunication infrastructure. Conduct research and input on the telecommunications techniques. Supervision of staff.

**ENQUIRIES**

: Mr J Morris Tel No: (012) 3199424

**APPLICATIONS**

: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Cnr Thabo Sehume & Madiba Street, Delta Heights Building

**FOR ATTENTION**

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