

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.

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 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

POST 26/30 : **DIRECTOR: CUSTOMER CARE REF NO: HR 5/1/2/3/107**

SALARY : R948 174 – R1 116 918 per annum (All inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Four year qualification at NQF Level 7 (as recognised by SAQA) in Communication or Customer Care or Public Management or Public Administration or Commerce Degree. Minimum of 5 years working experience in Customer Care or related industry at MMS level Knowledge: DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business processes. Public Service, DoL and Fund regulations, policies and procedures. Relevant stakeholders. Customer Care (Batho Pele Principles). Fund IT Operating Systems. Technical Knowledge. Legislative Requirements: COIDA. Public Service Act and Regulations. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). 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 Skills

DUTIES : Create a high performance service delivery culture. Cultivate internal and external stakeholder relationships. Manage the Directorate

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

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

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE : 13 July 2018 at 16:00

OTHER POSTS

POST 26/31 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X2 POSTS)**

SALARY CENTRE : R779 295 per annum (All inclusive)
: Labour Centre: Malelane- Ref No: HR 4/4/7/40 (X1 Post)
: Labour Centre: Tzaneen- Ref No: HR4/6/6/02(X1 Post)

REQUIREMENTS : Three year relevant tertiary qualification in Business / Public Administration / Public /Business Management/ Operations Management / Project Management. Two (2) years management experience. Three (3) years functional experience in business/organisational operations/services. A valid drivers Licence. Knowledge: Public Finance Management Act, Treasury regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental Policies and procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer literacy, Conflict Management, Presentation, Interpersonal, Report writing, Leadership, Project management.

DUTIES : Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES : Ms. M Mazibuko, Tel No: (013) 655 8701(Mpumalanga)
Ms TE Maluleke, Tel No: (015) 290 1662 (Limpopo)

APPLICATIONS : 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 APPLICATIONS : Sub-directorate: Human Resources Management, Emalahleni
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane 0700, Physical address 42A Schoeman Street, Polokwane

FOR ATTENTION CLOSING DATE : Human Resources Operations, Limpopo.
: 16 July 2018 at 16:00

POST 26/32 : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR5/18/05/21**

SALARY CENTRE : R779 295 per annum (All inclusive)
: Sheltered Employment Enterprise, Silverton

REQUIREMENTS : Three (3) year relevant tertiary qualification in Human Resource Management. Valid driver's license. Two (2) years management experience. Three (3) years functional experience in the Human Resources Management Services Knowledge: Recruitment and Selection, Human Resources administration, Relevant Labour Relation legislations, Public Service Regulation Act, Basic Condition of Employment Act, Departmental policies and procedures, Public Finance Management Act (PFMA), Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Communication (verbal and written), Computer literacy, Negotiation, Patience and empathy, Presentation.

DUTIES : Manage the implementation of recruitment and selection policy and administer service benefits within the Supported Employment Enterprises. Monitor the implementation and promotion of Employee Health and Wellness Programmes within the Supported Employment Enterprises. Manage and coordinate the implementation of Performance Management system within the Supported Employment Enterprises. Ensure sound Employee Relations in the Supported Employment Enterprises. Implement Human Resource Development strategy within the Supported Employment Enterprises.

ENQUIRIES : Ms. BP Thwala, Tel No: (012) 843 7300

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION CLOSING DATE : Sub-directorate: Human Resources Operations, Head Office
: 16 July 2018 at 16:00

POST 26/33 : **DISABILITY MANAGER: OCCUPATIONAL THERAPY REF NO: HR 5/1/2/3/106**

SALARY : R769 026 per annum (OSD) Grade 1
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A National Diploma/ Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum eight (8) years experience in Rehabilitation post community service. Registration with the HPCSA Knowledge: Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business processes. Public Service Regulations, DoL and Fund regulations, policies and procedures. Customer Service (Batho Pele Principles) Legislative Requirements: COIDA, Regulations and Policies. National Health Act. Allied Health Professions Act. Rehabilitation Framework & Policy. Skill Development Act. Integrated National Disability Strategy (INDS). Occupational Health and Safety Act (OHS). Public Service Act. Employment Equity Act. Labour Relation Act. Promotion of Equality and Prevention of Unfair Discrimination Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended) Skills: Rehabilitation skills. Analytical skills. Business Writing Skills. Strategic Leadership. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Decision Making. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Environmental Awareness.

DUTIES : Develop the Rehabilitation strategy for COID patients and monitor the implementation thereof. Develop/review and manage the Implementation of reintegration and early return to work policy. Establish and maintain high level relationship with various internal and external stakeholders. Develop guidelines and protocols on case management in the Fund. Manage the dispensation of chronic medication to COID patients. Manage all resources in the Sub-directorate.

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/34 : **DEPUTY DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/105**

SALARY : R769 026 per annum (OSD) Grade 1
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Medical Orthotic and Prosthetics. 8 years experience in Medical Orthotics and Prosthetics environment. Registration with the HPCSA. Post incumbent may be required to travel. Knowledge: Relevant stakeholders. Compensation Fund services. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. Fund IT Operating Systems. DPSA guidelines on COIDA. Technical Knowledge. COIDA. 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. Operating Systems. Programme and Project Management. Financial Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Medical Skills.

DUTIES : Develop Orthotics and Prosthetics policies and processes for COID. Manage the provision of Medical Orthotics Prosthetics services. Manage and ensure the implementation of quality assurance programmes for Medical Orthotics Prosthetics Services. Manage the promotion and marketing of Medic Orthotic Services in Hospitals and Communities. Manage all resource in the Sub-Directorate.

ENQUIRIES : Dr MP Selepe Tel No: (012) 319 9495

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/35 : **DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/104**

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

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year qualification in Public Administration/ Internal Audit. 3 years functional experience in relevant industry. 2 years supervisory experience
Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Management. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.

DUTIES : Manage the processing of litigation medical invoices to avoid lawsuits. Manage the coordination of allocation of batches to the provinces. Monitor and provide technical support to provincial processors and medical service providers. Develop guidelines for medical payment and provide advice to the negotiating team. Manage all the resources in the sub-directorate.

ENQUIRIES : Ms D Nkabinde Tel No: (012) 319 9378

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/36 : **DEPUTY DIRECTOR: IT IMPLEMENTATION REF NO: HR 5/1/2/3/103**

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

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year qualification in Information and Communication Technology/ Computer Science. 2 years functional experience on Information and Communication Technology/ Computer Science environment. 3 years supervisory experience on ICT/ Computer Science Knowledge: IT operating system. Project management software. Project management theory, practice and methodologies. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Technical Knowledge Legislative requirements: COIDA. Public Service Act. Public Service Regulation. Promotion of Access to information Act. Treasury regulations Skills: Communication both (verbal and written). Telephone etiquette. Organising and Planning. Decision Making. Analytical. Project Management. Good client relations.

DUTIES : Develop IT system implementation strategies. Manage the Evaluation of the system. Manage the maintenance of the IT system and disposal process. Manage all resources in the Sub-directorate

ENQUIRIES : Mr JRT Headbush Tel No: (012) 406 5606

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/37 : **DEPUTY DIRECTOR: COID STATUTORY SERVICES REF NO: HR 5/1/2/3/102**

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

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A B Com Law/ LLB Law degree. Admission as an Attorney or Advocate will be an added advantage. 3 years functional experience in a legal services or statutory environment. 2 years supervisory experience. A Valid drivers licence Knowledge: Compensation Fund business strategies and goals. Customer Services Principle (Batho Pele Principles). Public Service transformation and Management issues. Public Service Act. Ability to convert policy in to action. Treasury Regulations. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and internal Control. Corporate governance Legislative requirements: Employment Equity Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Occupational Health and Safety Act (OHS). Compensation for Occupational Injuries Diseases Act. Labour Relations Act. Employment Service Act Skills: Communication (Verbal and Written). Administration and Financial Management. Budgeting and Financial Management. Continuous improvement. People and Performance Management. Diversity Management. Computer Literacy. Project Management.

DUTIES : Develop strategy to enforce compliance with COID Legislation. Plan, develop the conduction of research on COID legislation. Monitor performance and provide technical advice to the provinces. Manage the development of policy and provide technical advice to the relevant Stakeholders. Manage resources of the Directorate Statutory such HR; Financial; Assets etc.

ENQUIRIES : Mr B Ngcobo Tel No: (012) 319 9378

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/38 : **DEPUTY DIRECTOR: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/101**

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

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year qualification in Auditing/ Financial Management /Compliance Management. 3 years functional experience on Assistant Director or entry management level in Employers compliance environment. 2 years supervisory experience. A Valid drivers licence. Knowledge: Compensation Fund business strategies and goals. Customer Services Principle (Batho Pele Principles). Compensation fund values. Understanding of risk management and audit practices. Corporate governance guidelines and strategies. IT proficiency. IT operating systems. COIDA. Generally Recognised Accounting Practices (GRAP). Debtors Management Legislative requirements: Public Finance Management Act (PFMA). Public Service Act (PSA). Public Service Regulations (PSR). Occupational Health and Safety Act (OHS). Basic Conditions of Employment Act. Labour Relations Act Skills: Accounting. Communication (Verbal and written). Computer Literacy (MS Office Suite). Interpersonal. Time Management. Report Writing. Planning and Organizing. Creativity. Numeracy. Financial Management People Management.

DUTIES : Manage the provision of support to Provincial Office. Manage and Coordinate employer audits activities within the Fund. Monitor COIDA compliance rate and facilitate links with relevant units. Manage all resources in the Sub-directorate.

ENQUIRIES : Mr B Ngcobo Tel No: (012) 319 9378

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/39 : **DEPUTY DIRECTOR: FRAUD PREVENTION AND INTEGRITY MANAGEMENT REF NO: HR 5/1/2/3/100**

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

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year qualification in Forensic Audit/ Forensic Accounting/ Commerce/ Risk Management. 3 year's functional experience in fraud management. 2 years supervisory experience. Association of Certified Fraud Examiners (ACFE) Knowledge: Public Service Act. Customer Service (Batho Pele).

Criminal law, criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Directorate goals and performance requirements. Compensation Fund Information technology operating systems, technology, concept and practices. DPSA guidelines on COIDA. External Environmental Awareness. Information systems terminology, concept and practices. Understanding of fraud, corruption risks and effective risk management techniques, forensic audit practices. Knowledge of professional standards of the Associations of Certified Fraud Examiners (ACFE) and or Internal Standards for Professional Practice of Internal Audit Legislative requirements: National intelligence Act. Criminal procedure Act. The Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2003 (PRECCA). The Prevention of Organised Crime Act, Act No. 121 of 1998 (POCA). The Protected Disclosures Act, Act No. 26 of 2000 (PDA). The Public Finance Management Act, Act No 1 of 1999 (PFMA) as amended. National Treasury Regulations. Promotion of Access to Information Act (PAIA). Promotion Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Skills: Stakeholder relations management. Client orientation and customer focus. Campaign management. Project management. Problem solving and analyses. Strategic Planning and Organising. Knowledge management. People management. Computer literacy. Research skills. Good communication and interpersonal skills. Relationship management/alliance partnering. Diversity management. Critical systems thinking.

- DUTIES** : Develop fraud and prevention and integrity management framework, policies and procedures. Manage anti-fraud and corruption training programmes. Manage the various fraud detection techniques and Cyber Crime in the Fund. Manage the administration of the anti-fraud hotline within the Fund. Manage all the resources in the unit.
- ENQUIRIES** : Ms K Lebepe Tel No: (012) 406 5626
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- CLOSING DATE** : 13 July 2018 at 16:00
- POST 26/40** : **DEPUTY DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/99**
- SALARY** : R657 558 – R774 576 per annum (All inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A Three/ Four year qualification in Nursing/ Occupational therapy/ Physiotherapy. Certificate in billing and clinical coding. 3 years functional experience on medical aid/ claims processing environment. 2 years supervisory experience on billing and coding. Registration with South African Nursing Council/ HPCSA Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Management. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.
- DUTIES** : Monitor the determination and publishing of medical tariffs for COIDA. Manage the loading of COID tariffs and other medical tariffs in the operational system. Manage and ensure technical support to operational system users and oversee training. Develop policies and guidelines related to billing and clinical coding. Manage all the resources in the sub-directorate.
- ENQUIRIES** : Ms D Nkabinde Tel No: (012) 319 9378
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- CLOSING DATE** : 13 July 2018 at 16:00

POST 26/41 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/1/53**

SALARY : R657 558 per annum (All inclusive)

CENTRE : Provincial Office: East London

REQUIREMENTS : Three (3) year relevant tertiary qualification in Risk Management / Financial Management or equivalent qualifications. A Valid driver's licence. Two (2) years Management experience. Three (3) years functional experience in Risk Management. Knowledge: Fraud and Corruption Legislative Framework, Internal Auditing, Public Finance Management Act, Risk Management and Corporate Governance, Basic Conditions of Employment, Prevention of Organized Crime Act, Promotion of Access to Information Act, Risk Management, Labour Relations, Public Service Regulations(PSR). Skills: People Management, Communication, Conflict Management, Computer literacy, Problem Solving, Presentation, Driving, Report Writing, Planning and organizing.

DUTIES : Implementation of Risk Management Strategy. Implementation of Fraud Prevention Plan and Corruption Strategy. Provide support to the Province and Labour Centres. Implementation of auditor general and risk management agreed action plans. Manage all the resources within the unit.

ENQUIRIES : Mr. WG Dumalisile, Tel No: (043) 701 3032/38

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London

FOR ATTENTION : Human Resources Management, Eastern Cape

CLOSING DATE : 16 July 2018 at 16:00

POST 26/42 : **PSYCHOMETRIST / REGISTERED COUNSELLOR GRADE1 REF NO: HR4/4/8/184**

SALARY : R514 476 (OSD)

CENTRE : Labour Centre: Kroonstad

REQUIREMENTS : Four years B Psych qualification or a B Psych equivalent Qualification. Valid Drivers licence. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

ENQUIRIES : Mr. SH Malope, Tel No: (056) 215 1812

APPLICATIONS : 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

CLOSING DATE : 16 July 2018 at 16:00

POST 26/43 : **ASSISTANT DIRECTOR: SOCIAL SERVICES REF NO: HR 5/1/2/3/98**

SALARY : R459 558 per annum (OSD) Grade 1

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Four year qualification/ Degree in Social Work. A Minimum five (5) years experience in Social Rehabilitation post community service. Registration with the HPCSA Knowledge: Public Service, DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business processes. Public Service Regulations, DoL and Fund regulations, policies and procedures. Customer Service (Batho Pele Principles) Legislative Requirements: COIDA. National Health Act. Allied Health Professions Act. Rehabilitation Framework & Policy. Skills Development Act. Integrated National Disability Strategy (INDS). Occupational Health and Safety Act (OHS). Public Service Act. Employment Equity Act. Labour Relation Act. Promotion of Equality and Prevention of Unfair Discrimination Act. PFMA and

National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended) Skills: Rehabilitation skills. Analytical skills. Business Writing Skills. Required IT skills. Strategic Leadership. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Decision Making. Accountability. Client Orientation and Customer Focus. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Environmental Awareness.

DUTIES : Provide inputs in the development/review of Rehabilitation and Re-integration policy and strategy. Develop social re-integration plans for rehabilitated employees. Provide guidance in conducting psychological assessment for COID beneficiaries. Keep up to date with new developments in the social work field.

ENQUIRIES APPLICATIONS : Dr MP Selepe Tel No: (012) 319 9495

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

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

POST 26/44 : **ASSISTANT DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/97**

SALARY CENTRE REQUIREMENTS : R459 558 per annum (OSD) Grade 1
 : Compensation Fund, Pretoria
 : A Three year qualification in Medical Orthotic and Prosthetics. 5 years experience in orthotics and prosthetics. Registration with the HPCSA. Post incumbent may be required to travel. Knowledge: Relevant stakeholders. Compensation Fund services. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. Fund IT Operating Systems. DPSA guidelines on COIDA. Technical Knowledge. COIDA. 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 Analysis. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Medical Skills. Environmental Awareness.

DUTIES : Provide inputs into development of Orthotics and Prosthetics policies. Coordinate the provision of quality medical Orthotics and Prosthetics services. Facilitate the implementation of quality assurance programmes for Medical Orthotics Prosthetics services. Develop the promotion and marketing plan of Medical Orthotics Prosthetics services in the medical community and social support services. Manage all resource in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Dr MP Selepe Tel No: (012) 319 9495

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

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

POST 26/45 : **ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY REF NO: HR 5/1/2/3/96**

SALARY CENTRE REQUIREMENTS : R459 558 per annum (OSD) Grade 1
 : Compensation Fund, Pretoria
 : A National Diploma/ Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. A Minimum five (5) years experience in Rehabilitation post community service. Registration with the HPCSA Knowledge: Public Service, DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business processes. Public Service Regulations, DoL and Fund regulations, policies and procedures. Customer Service (Batho Pele Principles) Legislative

Requirements: COIDA, Regulations and Policies. National Health Act. Allied Health Professions Act. Rehabilitation Framework & Policy. Skill Development Act. Integrated National Disability Strategy (INDS). Occupational Health and Safety Act (OHS). Public Service Act. Employment Equity Act. Labour Relation Act. Promotion of Equality and Prevention of Unfair Discrimination Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended). General knowledge of the Public Service Regulations Skills: Rehabilitation skills. Analytical skills. Business Writing Skills. Required IT skills. Strategic Leadership. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Decision Making. Accountability. Client Orientation and Customer Focus. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Environmental Awareness.

DUTIES : Provide inputs in the development of rehabilitation strategy for COID patients and monitor the implementation thereof. Provide guidance in the Implementation of reintegration and early return to work policy. Maintain high level relationships with various internal and external stakeholders. Monitor the dispensation of Chronic medication to COID patients. Manage all resources in the section.

ENQUIRIES : Dr. MP Selepe: Tel No: (012) 319 9495
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE : 13 July 2018 at 16:00

POST 26/46 : **ASSISTANT DIRECTOR: OPERATIONS REF NO: HR 4/4/06/01**

SALARY : R417 552 per annum
CENTRE : Provincial Office: Gauteng stationed at Labour Centre: Germiston
REQUIREMENTS : Three year tertiary qualification in Administration/ Public Management/ equivalent qualification. Two (2) years supervisory experience. Two (2) years functional experience in UI Operations. Valid driver's licence. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele principles, Basic conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication (verbal and written), Management, Listening, People management, Numeracy, Computer literacy, Time management, Customer relations, Analytical, Interpersonal, Report writing, Planning and Organising.

DUTIES : Manage employers' declarations and maintain the database. Monitor the provisioning of assessment, validation and adjudication of claims. Manage registry services for Beneficiary Services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and training services to the Business Unit. Manage resources (Human, Financial, Equipment/ Assets) in the section.

ENQUIRIES : Mr. BJ Dingaan, Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Gauteng.
CLOSING DATE : 16 July 2018 at 16:00

POST 26/47 : **ASSISTANT DIRECTOR: CAREER COUNSELLOR REF NO: HR 4/4/7/39**

SALARY : R417 552 per annum
CENTRE : Labour Centre: Ermelo
REQUIREMENTS : Post-graduate qualification in Psychology or Master Degree. Registration with the HPCSA as Counselling Psychologist. Two years supervisory experience. Two years functional experience in employment/career counselling. Knowledge: Good Governance, Department al policies and procedures, General administrative procedures, Psychometric assessment, Recruitment and selection, Employment counselling, ILO Conventions, UN Rules and Convention on people with Disabilities, Basic research, Health Professions Act and ethical regulations, Employment Services Bill, Public Service Regulations,

UI Act, COIDA, PFMA, EEA. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Facilitation, Interpersonal, Report writing, Leadership, Innovative, Stakeholder management, Project management.

DUTIES : Develop and implement Career Guidance programmes for the work-seekers. Develop Career Guidance resource materials. Coordinate the delivery of assessment and selection services. Collaborate with stakeholders relating to Career Guidance services.

ENQUIRIES : Ms. L Mashego, Tel No: (017) 819 7632

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 9054, Ermelo, 2350 or hand deliver at Merino Building, Cnr of De Jager & Joubert Street

FOR ATTENTION : Sub-directorate: Human Resources Management, Labour Centre: Ermelo.

CLOSING DATE : 16 July 2018 at 16:00

POST 26/48 : **CHIEF ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/95 (X2 POSTS)**

SALARY : R414 069 per annum (OSD) Grade 1

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year qualification in Medical Orthotic and Prosthetics. 3 years experience in orthotics and prosthetics. Registration with the HPCSA. Post incumbent may be required to travel. Knowledge: Relevant stakeholders. Compensation Fund services. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. Fund IT Operating Systems. DPSA guidelines on COIDA. Technical Knowledge. COIDA. 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 Analysis. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Medical Skills. Environmental Awareness.

DUTIES : Enforce compliance with regards to COIDA guidelines. Establish and maintain relationships and protocols with orthotics and prosthetics institutions across the country. Provide support and guidance on the utilization of devices.

ENQUIRIES : Dr. MP Selepe: Tel No: (012) 319 9495

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/49 : **ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/94**

SALARY : R334 545 – R394 065 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year qualification in Public Administration/ Internal Audit. 2 years functional experience in relevant industry. 2 years supervisory experience Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Management. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.

DUTIES : Coordinate the processing of litigation medical invoices to avoid lawsuits. Coordinate the allocation of batches to the provinces. Provide technical support to provincial processors and medical service providers. Consolidate inputs in developments of guidelines for medical payments. Manage all the resources in the sub-directorate.

ENQUIRIES : Ms D Nkabinde Tel No: (012) 319 9378

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/50 : **ASSISTANT DIRECTOR: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/93 (X2 POSTS)**

SALARY : R334 545 – R394 065 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year qualification in Auditing/ Financial Management /Compliance Management. 2 years functional experience on Senior Admin Officer in Employers audit environment. 2 years supervisory experience. A Valid drivers licence. Knowledge: Compensation Fund business strategies and goals. Customer Services Principle (Batho Pele Principles) .Compensation fund values. Understanding of risk management and audit policies. Corporate governance guidelines and strategies. IT proficiency. IT operating systems. COIDA. Generally Recognised Accounting Practices (GRAP). Debtors Management Legislative requirements: Public Finance Management Act (PFMA). Public Service Act (PSA). Public Service Regulations (PSR). Occupational Health and Safety Act (OHS) Basic Conditions of Employment Act. Labour Relations Act Skills: Accounting. Communication (Verbal and written). Computer Literacy (MS Office Suite). Interpersonal. Time Management. Report Writing. Planning and Organizing. Creativity. Numeracy. Financial Management People Management.

DUTIES : Manage the provision of support to Provincial Office. Manage and Coordinate employer audits activities within the fund. Manage and participate in employer compliance policy development and review across the fund and other Stakeholders. Manage all resources in the Sub-directorate.

ENQUIRIES : Mr B Ngcobo Tel No: (012) 319 9378

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/51 : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 5/1/2/3/92 (X4 POSTS)**

SALARY : R334 545 – R394 065 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A B com Law/ LLB Law degree. Admission as an Attorney or Advocate will be added an advantage. 2 years functional experience in legal or statutory services environment. 2 years supervisory experience. A Valid drivers licence. Knowledge: Public Service transformation and Management issues. Public Services Act. Ability to convert policy into action. Treasury Regulation. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Accounting systems and Internal Control. Corporate governance. Batho Pele principles Legislative requirements: Employment Equity Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Occupational Health and Safety Act (OHS). Compensation for Occupational Injuries Diseases Act. Labour Relations Act. Employment Service Act Skills: Administration and Financial Management. Strong leadership, Strategic decision-making abilities. Verbal and written communication. Good interpersonal relations. Ability to build high-performance teams. Computer literacy. Project Management. Communication Skills.

DUTIES : Implement strategies to enforce compliance with COID Legislation. Conduct research on COID legislation. Encourage and support cooperation of relevant stakeholder's e.g. internal stakeholder and external stakeholder. Evaluate provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders.

ENQUIRIES : Mr B Ngcobo Tel No: (012) 319 9378

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/52 : **ASSISTANT DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/91**

SALARY : R334 545 – R394 065 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three/ Four year qualification in Nursing/ Occupational therapy/ Physiotherapy. Certificate in billing and clinical coding. 2 years functional experience on billing and clinical coding environment. 2 years supervisory experience. Registration with South African Nursing Council/ HPCSA Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Management. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.

DUTIES : Determine the publishing of medical tariffs for COIDA. Monitor and implement the systematic recording of COID tariffs and other medical tariffs. Provide technical support to operational system users and oversee training. Monitor and implement policies and guidelines related to billing and clinical coding. Manage all the resources in the sub-directorate.

ENQUIRIES : Ms D Nkabinde Tel No: (012) 319 9378

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/53 : **ASSISTANT DIRECTOR: SCSF PROGRAMS REF NO: HR 5/1/2/3/90 (X2 POSTS)**

SALARY : R334 545 – R394 065 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year qualification in Public Administration/ Management/ Social Sciences/ Project Management/ Auditing. 2 years functional experience in Project Management/ Labour Relations Services. 2 years supervisory experience Knowledge: DoL and Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Customer Service (Batho Pele Principles). Technical knowledge. Public service transformation and management issues. Minimum Information Security Standard. South African Development Community. Constitution of South Africa Act 108 of 1996. Legislative requirements: COIDA. Occupational Health and Safety Acts (OHS). PFMA and national Treasury Regulations. Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA Skills: Verbal and written communication. Interpersonal relations. Computer literacy. Analytical. Statistical analyses. Innovative Skills.

DUTIES : Coordinate and analyse of proposal application of funds. Coordinate funded projects to ensure compliance with the requirements of the Department. Provide secretariat support service to the strengthening Civil Society Committee Fund (SCSC).

ENQUIRIES : Ms P Sihlangu Tel No: (012) 319 9120

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/54 : **ASSISTANT DIRECTOR: PRIVATE EMPLOYER REF NO: HR 5/1/2/3/89**

SALARY : R334 545 – R394 065 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Nursing/ Operations Management/ Law or Business Management. 2 years functional experience in a claims adjudicating and social security/ insurance environment. 2 years supervisory experience
Knowledge: Public Service Regulation. DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Technical knowledge. Compensation Fund value chain. DPSA guidelines on COIDA. Public Service Act. Policy of handling enquiries. Marriage Law. Estate Law. UI Act Legislative requirements: The Constitution of RSA. COIDA. Occupational Health and Safety Acts (OHS). Promotion of Access to Information Act. Road Accident Fund (RAF). Labour Relation Act. Basic Conditions of Employment Act Skills: Operational Management. Creative and Innovation. Analytical Thinking. Financial Management. Change Management. Service Delivery Innovation (SDI). Planning and Organising. Problem Solving. Negotiating Skills. Decision Making. People management and Empowerment (including developing others). Communication (written and verbal). Risk Management. Computer literacy.

DUTIES : Coordinate the payment of compensation benefits. Facilitate the provision of the operational and technical support to provincial offices and processing labour centres. Provide inputs in the development/reviewing of COID policies strategies, guidelines and plans.

ENQUIRIES : Ms P Sihlangu Tel No: (012) 319 9120
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE : 13 July 2018 at 16:00

POST 29/55 : **ASSISTANT DIRECTOR: ADMIN COST REF NO: HR 5/1/2/3/88**

SALARY : R334 545 – R394 065 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Accounting/ Economics/ Statistics. 3 years experience in Administration environment on a Senior Practitioner level. Knowledge: Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Administration procedures Legislative requirements: COIDA Act, Regulations and policies. Public Service Act. Labour Relation Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act Skills: Planning and Organising. Communication (Verbal and Written). Ability to influence. Driving Skills. Decision making. Budgeting and Financial Management. Managing inter-personal conflict and resolving problems. Risk management and Fund Governance. Analytical Skills. Required Technical Proficiency. Business Writing Skills.

DUTIES : Manage the administration of administrative costs. Coordinate the administration of increased compensation due to negligence of employer (section 56). Coordinate the submission pensioner from exempted municipalities for determination of capitalised values of pensions and securities (section 31). Coordinate adhoc actuarial work for the Directorate.

ENQUIRIES : Ms P Sihlangu Tel No: (012) 319 9120
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
CLOSING DATE : 13 July 2018 at 16:00

POST 26/56 : **ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: HR 5/1/2/3/87**

SALARY : R334 545 – R394 065 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Financial Management or Accounting. 3 years' supervisory experience in Debt Collection Management environment as an Accountant/ State Accountant level in debt management environment

Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles) Technical knowledge: Advance Debt Management Models, and accounting processes and techniques. Legislative requirements: COIDA Act, Regulations and policies. PFMA and National Treasury Regulations. Public Service Act and Regulations. Promotion of Access Information Act. Skills: Planning and Organising Skills. Decision making. Budgeting, Financial Management and Accounting. Communication skills-Both written and verbal. Managing inter-personal conflict. Planning and organising. Risk Management and Fund Governance. Accounting Skills. Analytical skills. Debt Management skills.

DUTIES : Monitor the collection of outstanding employers contributions accounts. Maintain debtors accounts. Monitor compliance to debt collection policy and debt collection legislation compliance. Manage all the resources in the sub-directorate

ENQUIRIES : Mr M G Molotsi Tel No: (012) 319 9226

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/57 : **ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/86**

SALARY : R334 545 – R394 065 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three year qualification in Commerce/ Law. 2 years functional experience in Investigation on crime or in anti-corruption on Senior Practitioner level. 2 years supervisory experience Knowledge: Compensation Fund regulations, policies and procedures. Customer Service (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum Information Security Standards (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Compensation Fund Information technology operating systems. Understanding of Fraud and corruption processes Legislative requirements: National Intelligence Act. Protection of Information Act. Criminal Procedure Act. PFMA and National Treasury Regulations. COIDA. Public Service Regulations. Promotion of Access to Information Act 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. Research skills.

DUTIES : Implement the fraud investigation policy, strategy and procedure within the Fund. Coordinate the execution of Fraud Investigation Plans. Conduct analyses on cases received. Supervision of staff.

ENQUIRIES : Mr J Ngapo Tel No: (012) 313 6339

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

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

CLOSING DATE : 13 July 2018 at 16:00

POST 26/58 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR 4/4/5/41**

SALARY : R334 545 per annum

CENTRE : Provincial Office: Kwazulu-Natal

REQUIREMENTS : Three (3) year tertiary qualification in Transport Management or equivalent in the relevant Field. Two (2) years Supervisory experience. Two (2) years functional experience in Fleet and/ or Transport Services. Valid driver's licence. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resource Development, General management, Strategic management, Skills Development Act, LRA & BCEA. Skills: Leadership, Facilitation, Computer Literacy, Presentation, Innovative, Analytical, Verbal and written communication, People Management.

DUTIES : Provide input and implement policies pertaining licencing of Provincial vehicles. Monitor licensing disc and tracking system disc for all vehicles in the Province. Monitor asset register of Departmental vehicles. Coordinate and monitor payment of fines to the relevant traffic department. Provide support and oversee the procurement and operation of the subsidized motor transport scheme. Manage all resources of the Division.

ENQUIRIES APPLICATIONS : Mr EM Khambula, Tel No: (031) 366 2203

FOR ATTENTION CLOSING DATE : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.
Sub-directorate: Human Resources Management, Kwazulu-Natal.
16 July 2018 at 16:00

POST 26/59 : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTI-CORRUPTION REF NO: HR 4/4/10/199**

SALARY CENTRE REQUIREMENTS : R334 545 per annum
Provincial Office: Western Cape
Three years relevant tertiary qualification in Risk Management/ Internal Audit/Accounting /Forensic Investigation, Two years functional experience in anti-fraud corruption environment and two years supervisory experience .A valid Code EB driver's license. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act, Unemployment Insurance and Unemployment Insurance Contributions Act, Basic knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and organizing, Computer literacy, Presentation, Analytical, Communication, Time Management, Investigation, Conflict Management.

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.

ENQUIRIES APPLICATIONS : Ms Z Maimane, Tel No: (021) 441 8125

FOR ATTENTION CLOSING DATE : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000, or hand deliver at No 9 Long Street, Cnr Riebeeck and Long Street, Cape Town.
Sub-Directorate: Human Resources Management, Western Cape.
16 July 2018 at 16:00

POST 26/60 : **SAP ANALYST REF NO: HR4/18/07/01HO**

SALARY CENTRE REQUIREMENTS : R334 545 per annum
Chief Directorate: Information Communication Technology
Three (3) year relevant tertiary qualification in Information Communication Technology or (3) relevant qualification in ICT. SAP Certified. Three (3) years minimum experience in SAP with full lifecycle implementation of SAP Projects. Knowledge: Broad knowledge of SAP functional areas, Good experience of working on a highly customized SAP system, Technical standards/ procedures, Workflow Automation, Report writing using ALV and ABAP lists, SAP ECC and Insurance knowledge, Working knowledge of Solution Manager, Dialogue programming, Solutions Development Life Cycle, ICT Service Management Processes, SAP CRM at End –user Level, Public Financial Management Act, Departmental Policies and Procedures, Treasury Regulations, Batho Pele Principles . Skills: SAP ABAP 7.0 with experience in Web User Interface, SAP Business Partner Relationships/ Group Hierarchy configuration, SAP Standard Middleware including SAP PI/XI, SAP scripts and smart forms, SAP BW/BO Monitoring Skills, User exists/ enhancements.

DUTIES : Document and develop technical design for SAP solutions. Analyse, specify and configure SAP Business Objects Module. Provide support and maintenance of SAP applications.

ENQUIRIES APPLICATIONS : Ms. E Cronje, Tel No: (012) 309 4876

FOR ATTENTION CLOSING DATE : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office
16 July 2018 at 16:00

POST 26/61 : **SENIOR INTERNAL AUDITOR REF NO: HR 4/18/07/12HO (X2 POSTS)**
 Directorate: Internal Auditor

SALARY : R281 418 per annum
CENTRE : Head Office
REQUIREMENTS : Three (3) year relevant tertiary qualification in Auditing/ Accounting/ Finance/BCom Information Systems. Two (2) years functional experience in Auditing. A valid driver's licence. Knowledge: Applicable legislative and regulatory framework, Public Finance and Management Act, Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognised Accounting Standards (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and organizing, Computer, Project Management, Communication (verbal and written) Leadership, Analytical, Good Interpersonal, Presentation, Team Mate.

DUTIES : Plan allocated audit assignment. Conduct Audit engagements in accordance with Audit programmes. Render administrative support to the Internal Audit within the Department of Labour. Supervise the resources in the section.

ENQUIRIES : Ms. Q Masela, Tel No: (012) 309 4630
 Ms. A Mkhonto, Tel No: (012) 309 4804

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office
CLOSING DATE : 16 July 2018 at 16:00

POST 26/62 : **DISABILITY MANAGER: (OCCUPATIONAL THERAPIST) REF NO: HR 4/4/7/80**

SALARY : (OSD) Determination
CENTRE : Provincial Office: Eastern Cape
REQUIREMENTS : National Diploma / Degree in Occupational Therapy. Post graduate Diploma in Vocational Rehabilitation will be an added advantage. Valid drivers licence (B). A minimum of Five (5) to (6) six years relevant experience / related experience-a proven track record in Vocational Rehabilitation. Registration with HPCSA. Knowledge: Compensation Fund business strategies and goals, Compensation Fund Value Chain and business processes, COIDA Act, National Health Act, Allied Health Professions Act, Rehabilitation Framework and Policy, Skills Development Act, Integrated National Disability Strategy (INDS), Occupational Health and Safety Act, Public Service Act, Promotion of Equity and Prevention of Unfair Discrimination Act. Skills: Rehabilitation, Analytical, Business Writing, Financial Management, Knowledge Management, Planning and organizing, Problem solving and Analysis, Decision Making, Client Orientation and Customer focus, Communication.

DUTIES : Manage early return to work and community re-integration programmes. Participate in the development / review of rehabilitation strategy, policies and protocols in accordance with the nation legislative framework. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the Disability Management Section.

ENQUIRIES : Mr. WC Mafu, Tel No: (043) 702 7500
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London
FOR ATTENTION : Human Resources Management, Eastern Cape
CLOSING DATE : 16 July 2018 at 16:00