ANNEXURE I

DEPARTMENT OF LABOUR

It is the Department’s intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

NOTE: Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies (Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver’s license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Certified copy of a copy will not be accepted. Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.

MANAGEMENT ECHELON

POST 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:

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: R779 295 per annum (All inclusive)

CENTRE: Labour Centre: Malelane- Ref No: HR 4/4/7/40 (X1 Post)
Labour Centre: Tzaneen- Ref No: HR4/6/6/02(X1 Post)


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: Human Resources Operations, Limpopo.

CLOSING DATE: 16 July 2018 at 16:00

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

SALARY: R779 295 per annum (All inclusive)

CENTRE: Sheltered Employment Enterprise, Silverton


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: Sub-directorate: Human Resources Operations, Head Office

CLOSING DATE: 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

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

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
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
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

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


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 years functional experience in fraud management. 2 years supervisory experience. Association of Certified Fraud Examiners (ACFE) Knowledge: Public Service Act. Customer Service (Batho Pele),

**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:**

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

SALARY: R657 558 per annum (All inclusive)
CENTRE: Provincial Office: East London


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

PSYCHOMETRIST / REGISTRED COUNSELLOR GRADE1 REF NO: HR4/4/8/184

SALARY: R514 476 (OSD)
CENTRE: Labour Centre: Kroonstad

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

ASSISTANT DIRECTOR: SOCIAL SERVICES REF NO: HR 5/1/2/3/98

SALARY: R459 558 per annum (OSD) Grade 1
CENTRE: Compensation Fund, Pretoria
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: 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 26/44: ASSISTANT DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/97
SALARY: R459 558 per annum (OSD) Grade 1
CENTRE: Compensation Fund, Pretoria

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: 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 26/45: ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY REF NO: HR 5/1/2/3/96
SALARY: R459 558 per annum (OSD) Grade 1
CENTRE: Compensation Fund, Pretoria

**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 4/4/4/06/01**

**SALARY**
R417 552 per annum

**CENTRE**
Provincial Office: Gauteng stationed at Labour Centre: Germiston

**REQUIREMENTS**

**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, Departmental 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,

**DUTIES**
- Develop and implement Career Guidance programmes for the work-seekers.

**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

**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

**REQUIREMENTS**

**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

**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

**REQUIREMENTS**

**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

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

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


**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

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**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


**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

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**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

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

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 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

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

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
DUTIES: Provide input and implement policies pertaining to the licensing of Provincial vehicles. Monitor licensing and tracking system for all vehicles in the Province. 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: Mr EM Khambula, Tel No: (031) 366 2203
APPLICATIONS: Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambele Street, Royal Hotel Building, Durban.
CLOSING DATE: 16 July 2018 at 16:00

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

SALARY: R334 545 per annum
CENTRE: Provincial Office: Western Cape

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: Ms Z Maimane, Tel No: (021) 441 8125
APPLICATIONS: 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.
FOR ATTENTION: Sub-Directorate: Human Resources Management, Western Cape.
CLOSING DATE: 16 July 2018 at 16:00

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

SALARY: R334 545 per annum
CENTRE: Chief Directorate: Information Communication Technology

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: Ms. E Cronje, Tel No: (012) 309 4876
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 26/61: SENIOR INTERNAL AUDITOR REF NO: HR 4/18/07/12HO (X2 POSTS)

Directorate: Internal Auditor

SALARY: R281 418 per annum

CENTRE: Head Office


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

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

CENTRE: Provincial Office: Eastern Cape


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