ANNEXURE F

DEPARTMENT OF LABOUR

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

APPLICATIONS

Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.

FOR ATTENTION

Sub-directorate: Human Resources Management, UIF

CLOSING DATE

23 July 2018 at 16:00

NOTE

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s), academic records including a Senior certificate and ID-document [Driver’s license where applicable]. The certification must be within three (3) months as at the advert closing date. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. You should be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. 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. The successful candidate will be expected to sign a performance agreement.

OTHER POSTS

POST 27/22

SENIOR PRACTITIONER: CHANGE MANAGEMENT: REF NO: HR 4/4/3/1SPCM/UIF (X2 POSTS)

Re advert

SALARY

R299 709 per annum

CENTRE

Unemployment Insurance Fund: Pretoria

REQUIREMENTS


DUTIES

Facilitate and implement change management framework, strategy and interventions in the UIF. Administer Employee Engagement Strategy in the Fund.
Coordinate organisational culture diagnosis and climate to enhance service delivery. Supervise resources (Finance, Human, and Equipment) in the section.

ENQUIRIES
Mr. JZ Khoza, Tel No: (012) 337 1837/1472

POST 27/23
SENIOR PRACTITIONER: RESEARCH AND POLICY DEVELOPMENT: REF NO: HR 4/4/3/1RPD/UIF
Re-advert

SALARY
R299 709 per annum

CENTRE
Unemployment Insurance Fund: Pretoria

REQUIREMENTS

DUTIES
Implement change management framework, strategy and interventions in the Fund. Implement employee engagement strategy in the Fund. Manage and diagnose organisational, individual culture and climate survey to enhance service delivery. Manage resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES
Ms. QZ Edwards, Tel No: (012) 337 1713/1706

POST 27/24
SENIOR ADMINISTRATION OFFICER: RISK AND RESEARCH: REF NO: HR 4/4/3/1SAORR/UIF
Re-advert

SALARY
R299 709 per annum

CENTRE
Unemployment Insurance Fund: Pretoria

REQUIREMENTS

DUTIES

ENQUIRIES
Mr. LM Mokome, Tel No: (012) 337 1965/1770

POST 27/25
SENIOR PRACTITIONER: PHYSICAL AND INFORMATION SECURITY SERVICES (SR8): REF NO: HR 4/4/3/1SP: PISS/UIF

SALARY
R299 709 per annum

CENTRE
Unemployment Insurance Fund: Pretoria

REQUIREMENTS
DUTIES: Provide effective security practice and compliance. Ensure protection and safety documents, Communications systems and information. Administer vetting and security clearance applications guided by the State Security Agency (SSA) and its statutory bodies. Ensure the provision of physical security services, protection and safety of employees and UIF assets. Supervise resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES: Mr. TP Lebete, Tel No: (012) 337 1749/1745


SALARY: R299 709 per annum

CENTRE: Unemployment Insurance Fund: Pretoria


DUTIES: Evaluate the quality of the calls received and provide advice if Standard Operational Measures are met. Retrieve, analyse and provide systematic Call Centre reports. Maintain Call Centre systems. Maintain the Call Centre equipment.

ENQUIRIES: Mr. JN Mthembu, Tel No: (012) 337 1189/1730