

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 representativity 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. Should you 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. The Department of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

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** : A three year tertiary qualifications in Industrial Psychology/ Organisational Psychology / Production Management/Operations Management / Public Management / Administration / Human Resources Management / Management Services. Two (2) years functional experience in Change Management. Knowledge: Public Financial Management Act (PFMA). Public Service Act (PSA). Change Management principles and methodologies. Change Management Framework. Project Management approaches, tools and phases. Public Service Regulation (PSR). Basic Conditions of Employment (BCEA). Labour Relations Act (LRA). Financial Management Skills: People Management. Problem Solving. Presentation. Planning and Organising. Strong Analytical skill. Communication Skill (verbal and written). Ability to influence. Computer Literacy Research and report writing. Driving.
- 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 : A three year tertiary qualification in Humanities, Policy Studies, Development Studies, Social; Sciences, Public Administration / Management. Two (2) years functional experience in Research and Policy Development environment. Knowledge: Policy Analysis, Development and Management. Research Management. Quality Management. Project Management. Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Skills: Report writing skills. Risk Management skills. Project Management skills. Financial Management skills. Diversity Management skills. Policy Analysis, Development and Management skills. Computer Literacy. Communications skills. Research Methodology. Conflict Management skills. Analytical and Creativity. Problem solving skills. Presentation skills. Planning and Organising skills.

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 : Three years relevant tertiary qualification in Risk Management and Finance. Two (2) years functional experience in the Risk Management environment. Knowledge: Public Financial Management Act (PFMA). Risk Management Policies and Strategy. Batho Pele Principles. Anti-Fraud and Corruption Policies. Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA) Skills: Conflict Management. Analytical. Problem Solving. Presentation. Planning and Organising. Communication. Report Writing. Creativity. Numeracy.

DUTIES : Implement Risk Management Strategy. Provide Risk Management programme through communication and training. Conduct research on uncertainty aspects of risk.

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 : Three year relevant qualification in Security Management / Private Security Industry Regulatory Authority (PSIRA). Grade B certificate State Security Agency will be an added advantage. Two (2) years working experience. Knowledge: Public Finance Management Act (PFMA). Security Management. Public Service Regulations. (PSR. Public Service Act (PSA. Basic Conditions of Employment Act. Control of Access to Public Premises and Vehicle Act. National Intelligence Processes Criminal Procedures Act. Disaster Management. Skills: People Management. Problem Solving. Presentation. Planning and Organizing. Analytical. Communication. Computer Literacy. Report Writing. Creativity.

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

POST 27/26 : **CALL CENTRE: QUALITY ASSURER (SR8): REF NO: HR 4/4/3/CCQA/UIF**

SALARY : R299 709 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : A three (3) year tertiary qualification in Contact Centre Management/ Public Administration/ Public Management. Two (2) years functional/ working experience in Call Centre Environment. Knowledge: Telephone Etiquette. Call Centre Processes. Operational Systems. Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA) Skills: Computer Literacy. Interpersonal. Communications. Listening. Customer Focused. Telephone etiquette. Problem Solving. Planning and Organising. Analytical. Report writing. Creativity

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