

## 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.*

- CLOSING DATE** : 30 July 2018 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://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 transcripts including senior certificate, ID-document and a 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). The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign an Internship 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).
- ERRATUM:** Kindly note the post of Deputy Director: Human Resource Management with Ref No: HR5/18/05/21 (Sheltered Employment Enterprise, Silverton) and the post of Assistant Director: Career Counsellor with Ref No: HR4/4/7/39 (Ermelo Labour Centre) advertised in vacancy circular 26 dated 29 June 2018 has been withdrawn. Enquiries: Ms. BP Thwala, Tel No: (012) 843 7300 (Sheltered Employment Enterprise); Ms. L Mashego, Tel No: (017) 819 7632 (Ermelo Labour Centre).

## OTHER POSTS

- POST 28/14** : **SPECIALIST: OHS REF NO: HR 4/4/7/57**
- SALARY** : R826 053 per annum (All inclusive)
- CENTRE** : Provincial Office: Emalaheni
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Environmental Health/Analytical Chemistry/Chemical/Electrical & Mechanical/Civil & Construction Engineering. Valid drivers licence. Two (2) years management experience. Three years functional experience in Health and Safety inspection/services. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service regulation and relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Research, Project management, Analytical, Innovative.

**DUTIES** : Manage the implementation of Occupational Health and Safety inspection and advocacy strategy policy and procedure. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer and employee relationship. Manage and conduct advocacy and educational programmes directed to internal and external stakeholders. Manage all resources of the sub-directorate such as Human Resources; Financial Resources; Assets, etc.

**ENQUIRIES APPLICATIONS** : Ms. NL Njwambe Tel No: (013) 655 8775

**FOR ATTENTION** : The Department of Labour Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

**POST 28/15** : **DEPUTY DIRECTOR: ICT DOL/UIF REF NO: HR 4/18/7/8HO (X2 POSTS)**  
Chief Directorate: Information Communication Technology

**SALARY CENTRE REQUIREMENTS** : R697 011 per annum (All inclusive)  
: Head Office  
: Three year relevant tertiary qualification in Information Communication Technology/ Computer Science/ Information Science. Two (2) years management experience. Three (3) years functional experience in ICT. Knowledge: Public Financial Management Act, Technical Standards/procedures, Basic Conditions of Employment Act, Batho Pele Principles, Departmental policies and procedures. Skills: Communication, Analytical Thinking, Process Improvement, Strategic Management, Leadership, Innovation, Transmission and Propagation, Understand Modulation Schemes, Data Representation and Protocols.

**DUTIES** : Establish processes and procedures on strategy and technical policy matters. Manage and support telecommunications environment, including contracts and licensing. Manage the national integrated voice network (VOIP) for both land line and cell-phones. Design, Implement and manage shared data, Access Point Network (APN) and Mobile Networks. Manage staff and all resources of the Sub-Directorate.

**ENQUIRIES APPLICATIONS** : FSS Chabalala, Tel No: (012) 309 4876

**FOR ATTENTION** : 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

**POST 28/16** : **ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR4/18/07/13HO**  
Directorate: Management Advisory Services

**SALARY CENTRE REQUIREMENTS** : R356 289 per annum  
: Head Office  
: Three (3) year relevant tertiary qualification in Human Resources Management/Management Services/ Industrial Engineering/Operations/Production Management/ Industrial Psychology. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services, of which three(3) years function at the Officer/ Senior Officer level. Knowledge: Basic understanding of policies, Public service regulations, prescripts and legislation, Understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizing and planning, Facilitation, Project Management, Computer literacy, Good communication (verbal and written), People Management, Listening, Interviewing, Research, Analytical, Good interpretation relation, Innovative.

**DUTIES** : Manage and conduct job evaluation processes in the Department of Labour. Conduct organizational development investigations. Coordinate,

facilitate and monitor development of job profile in the Department of Labour. Facilitate and coordinate Business Process Improvement. Develop and conduct change management processes intervention and organizational client survey in the Department. Manage all resources of the Directorate.

**ENQUIRIES** : Mr. S Nkhabelane, Tel No: (012) 309 4436  
**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  
**POST 28/17** : **SYSTEM TEST ANALYST REF NO: HR4/18/07/06HO**  
Chief Directorate: Information Communication Technology

**SALARY** : R356 289 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : Three year relevant tertiary qualification in Information Communication and Technology/ Computer Science/ Information Science. Accreditation in Software testing will be an added advantage. Four (4) years experience in Software Testing. Knowledge: Public Financial Management Act, Technical Standards/procedures, Basic Conditions of Employment Act, Labour Relations Act, Batho Pele Principles, Public Service Act, Public Service Regulations, Project Management Methodologies, Load and Stress Testing, SAP Solution Manager, Microsoft SharePoint. Skills: Verbal and Written Communication, Analytical Thinking, Team player, Demonstrated ability to work successfully on large projects, Problem solving, Ability to work under tight deadlines, Ability to influence at all levels of the organization, Manual Testing, Decision Making, Value Orientated.

**DUTIES** : Compile testing requirements from approved business specifications. Evaluate compiled testing requirements from approved business specifications to ensure alignment to the agreed quality plan. Conduct quality assurance testing on all ICT projects, defects, and enhancements according to the agreed quality plan. Implement testing framework to effectively ensure projects are delivered in the required quality standards.

**ENQUIRIES** : Mr. E Nowosiad, Tel No: (012) 309 4436  
**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.

**POST 28/18** : **ASSISTANT DIRECTOR: COID-STATUTORY SERVICES REF NO: HR4/4/8/193**

**SALARY** : R356 289 per annum  
**CENTRE** : Provincial Office: Free State  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification in BPROC/LLB / BCOM LAW. Admission as an Attorney or Advocate will be an added advantage. A valid driving licence. Two year functional experience in a statutory services environment. Two years supervisory experience. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication.

**DUTIES** : Appear in court for enforcement of COID (in terms of arguing the position). Manage the implementation of the COID enforcement processes for IES. Manage the advocacy strategy for OIDA in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Co-ordinate information to provide legal advice and proceeding i.r.o to the enforcement of legislations. Monitor the implementation of quality management system for COIDA enforcement.

**ENQUIRIES** : Mrs. A Mantutle, Tel No: (051) 505 6347  
**APPLICATIONS** : Chief Director: Provincial Operations, P O Box 522, Bloemfontein, 9300 or hand delivery at Laboria House, 43 Maitland Street, Bloemfontein 9300.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office, Free State.

**POST 28/19** : **INTERNSHIP: OFFICE OF THE UNEMPLOYMENT INSURANCE COMMISSIONER REF NO: HR4/1/3UIC2018/UIF (X2 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma/ Bachelor Degree in Office Administration/ Office management and Technology. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communications. Customer Focused. Computer Literacy. Research and Analytical. Listening. Interpersonal.

**DUTIES** : Provide secretarial/ receptionist support services in the office of the UIC. Render administrative support services in the office of the UIC. Provide assistance in the management of the Commissioner's diary including the events calendar and arrange meetings and workshops.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/20** : **INTERNSHIP HUMAN RESOURCE PRACTICES REF NO: HR4/1/3HRP2018/UIF (X2 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma/ Bachelor Degree in Human Resource Management / Human Resource Development/ Employment Relations/ Industrial Psychology as a major subject. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Innovative/ Creative. Responsiveness. Communication (verbal and written). Computer literacy. Time Management. Listening.

**DUTIES** : Perform Recruitment and Selection services. Provide service benefit to clients. Provide administrative support.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/21** : **INTERNSHIP LEGAL AND BOARD SERVICES REF NO: HR4/1/3LBS2018/UIF (X3 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
: Unemployment Insurance Fund: Pretoria  
: Degree in Law (LLB) or equivalent law qualification. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Computer literacy. Time Management. Communication. Basic accounting. Analytical. Accuracy. Negotiation.

**DUTIES** : Provide assistance in vetting. Drafting and negotiations of contracts. Render litigation service on behalf of the Fund. Draft /Amendments the UIF legislation. Provide Legal Opinions to the UIF. Provide administrative function for Legal Services.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/22** : **INTERNSHIP COMMUNICATION AND MARKETING REF NO: HR4/1/3COM2018/UIF (X3 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree in Communication/ Marketing/ Public Relations/ Journalism/ Events Management. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Branding principles. Problem solving. Presentation. Planning and Organising. Communication. Computer Literacy. Interpersonal and creativity.

**DUTIES** : Administer market and events for the Fund. Provide effective stakeholder relations. Coordinate media relations and monitor the activities for the Fund. Provide effective publications service for the Fund.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/23** : **INTERNSHIP EMPLOYEE RELATIONS REF NO: HR4/1/3ER2018/UIF**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree in Labour Relations/Labour Law/HRM. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Planning and Organisation. Presentation. Communication. Computer literacy. Time Management, Listening. Questioning.

**DUTIES** : Administer misconduct cases. Administer grievances. Provide ADHOC sessions to promote fair Labour practices. Provide general administration in the section and provide logistical arrangements in the section.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/24** : **INTERNSHIP EMPLOYEE HEALTH AND WELNESS REF NO: HR4/1/3EHW2018/UIF (X2 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree in Social Sciences/Psychology/ Social Work. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication (verbal and written). Problem solving and decision making. Interpersonal Skills.

**DUTIES** : Provide support in the implementation of Employee Health and Wellness Programmes. Participate in the management of HIV/AIDS programmes in the Fund. Assist the practitioners to coordinate Health and productivity management activities. Provide assistance with general administration.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/25** : **INTERNSHIP CHANGE MANAGEMENT REF NO: HR4/1/3CM2018/UIF (X2 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree in Industrial Psychology/Organisational Psychology / Management Services / Production Management / Operations Management / Public Management. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: People Management. Problem Solving. Presentation. Communication Skills (written and verbal) Computer Literacy.

**DUTIES** : Facilitate and implement change management framework. Strategy and intervention of the Fund. Administer employee engagement interventions of the fund. Coordinate organisational culture diagnosis and climate to enhance service delivery. Provide assistance with general administration.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/26** : **INTERNSHIP ORGANISATIONAL DEVELOPMENT AND BUSINESS PROCESS REF NO: HR4/1/3ODBP2018/UIF (X4 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree in Management Services/ Operations Management/ Organisational Development/ Production Management / Industrial Psychology. No experience required (Never participated in government internship programme). Knowledge: Organisational Development. Skills: Computer Literacy. Analytical. Time Management. Interpersonal. Presentation. Communication. Innovation and Creative.

**DUTIES** : Design the Organisational Structure of the UIF. Facilitate the development of job profiles. Conduct Job Evaluation in the Fund. Maintain job evaluation and Job profile database.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/27** : **INTERNSHIP BUSINESS SUPPORT REF NO: HR4/1/3BUS2018/UIF (X4 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree in Information Technology/ Computer Sciences/ Information Systems. No experience required (Never

participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication. Computer literacy. Analytical. Listening. Numeracy. Planning and Organising.

**DUTIES** : Provide desktop support and computer systems. Prepare hardware and workstation for users. Provide access of technology equipment in the fund. Maintain effective functioning of technology to achieve IT Strategy. Provide assistance with general administration.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/28** : **INTERNSHIP BUSINESS APPLICATION REF NO: HR4/1/3BA2018/UIF (X4 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma/ Bachelor Degree in Information Technology/ Computer Sciences/ Information Systems. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Planning and organising. Communication (verbal and written). Computer literacy. Time Management. Listening.

**DUTIES** : Process improvements through systems implementation. Customise business application process. Analyse business application processes. Provide assistance with general administration.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/29** : **INTERNSHIP PROJECTS REF NO: HR4/1/3PRJ2018/UIF (X2 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma/ Bachelor Degree in Information Technology/Computer Science/ Information Systems. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Customer Centric. Computer Literacy skills. Analytical. Listening. Analytical. Planning and Organising. Numeracy.

**DUTIES** : Provide assistance to project managers in effective delivery of ICT projects for the Fund. Provide assistance to project managers in managing ICT projects deliverables in line with the Fund project management standards and methodologies. Ensure that projects deliverables meet the quality standards. Provide assistance with general administration.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676.

**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

**POST 28/30** : **INTERNSHIP ICT RISK AND SECURITY NETWORK REF NO: HR4/1/3IRSN2018/UIF**

**STIPEND CENTRE** : Salary: R5 729 per month  
: Unemployment Insurance Fund: Pretoria

<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Bachelor Degree in Information Technology/Computer Science/ Information Systems. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication. Computer literacy. Numeracy. Analytical skills. Planning and Organising. Customer Centric. Listening.
<b><u>DUTIES</u></b>	:	Assist with implementation of Security Policies Procedures and Standards. Assist with ensuring availability of business critical Information Communication Technology services. Assist with monitoring and evaluation of ICT Risk Policy compliance. Assist with inputs to implement and maintain disaster discovery plan. Provide assistance with general administration.
<b><u>ENQUIRIES</u></b>	:	Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 28/31</u></b>	:	<b><u>INTERNSHIP LABOUR ACTIVATION PROGRAMME REF NO: HR4/1/3LAP2018/UIF (X11 POSTS)</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	Salary: R5 729 per month Unemployment Insurance Fund: Pretoria
	:	National Diploma/ Bachelor Degree in Training and Development/ Project Management / Public Administration. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication (verbal and written). Computer literacy. Time Management. Numerical. Analytical. Negotiation. Problem solving and Decision making. Presentation.
<b><u>DUTIES</u></b>	:	Facilitate the training/skills programmes approved by the fund. Provide the administration of project progress against approved deliveries. Provide support in the implementation of approved projects. Provide assistance with general administration.
<b><u>ENQUIRIES</u></b>	:	Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF
<b><u>POST 28/32</u></b>	:	<b><u>INTERNSHIP INTERNAL AUDIT REF NO: HR4/1/3IA2018/UIF (X4 POSTS)</u></b>
<b><u>STIPEND CENTRE REQUIREMENTS</u></b>	:	Salary: R5 729 per month Unemployment Insurance Fund: Pretoria
	:	National Diploma/ Bachelor Degree in Risk Management/ Internal Audit/ Forensic Investigation. No Experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Computer Literacy. Communication (verbal and written). Research analytical. Time management. Internal personal. Presentation. Negotiation. Communication.
<b><u>DUTIES</u></b>	:	Carry out audit engagement planning. Execute audit projects provide internal audit administration support services. Provide assistance in examining audit progress. Provide assistance with general administration.
<b><u>ENQUIRIES</u></b>	:	Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676
<b><u>APPLICATIONS</u></b>	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, UIF



**POST 28/33** : **INTERNSHIP REVENUE MANAGEMENT REF NO:  
HR4/1/3RM2018/UIF (X6 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree / B-Com in Finance/ Accounting/ Auditing/ Cost and Management Accounting or any qualification with Accounting as a major subject. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles Skills: Communication (verbal and written). Computer literacy. Time Management. Interpersonal. Planning and Organising. Analytical.

**DUTIES** : Maintain debtor's accounts and collect outstanding contributions. Maintain SARS & Sundry debtors records and make follow up on the outstanding sundry payments. Allocate cheques and unallocated electronic contributions. Maintain claims debtors accounts and follow up on the outstanding debts. Provide assistance with general information.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/34** : **INTERNSHIP SUPPLY CHAIN MANAGEMENT REF NO:  
HR4/1/3SCM2018/UIF (X4 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree in Public Management/Purchasing Management/Logistics Management / Supply Chain Management. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Accuracy. Basic accounting. Communication (verbal and written). Computer Literacy. Time Management. Negotiation.

**DUTIES** : To render acquisition administration services. Provide assets and transport administration services. Perform booking functions and Render demand services. Render stores and warehouse services.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/35** : **INTERNSHIP RECORDS MANAGEMENT AND MAINTENANCE REF  
NO: HR4/1/3RMM2018/UIF (X2 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree in Public Management/ Public Administration. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Client Services. Planning and organising. Communication. Computer Literacy. Report Writing.

**DUTIES** : Maintain the filing system as per the directive of the archives and records management prescripts. Prepare documents for archiving. Attend to all incoming and outgoing telephone calls. Maintain switchboard equipment. Provide support in the maintenance of UIF properties.

**ENQUIRIES** : Mr. Wiseman Manotoane Tel No: (012) 337 1681/ Mr. Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/36** : **INTERNSHIP TREASURY, INVESTMENT AND ACTUARIAL SERVICES REF NO: HR4/1/3TIA2018/UIF**

**STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma/ Bachelor Degree in Finance/ Accounting. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Accounting, Computer literacy. Time Management, Listening. Planning and Organising. Analytical.

**DUTIES** : Render fixed deposit investment services. Render treasury and cash flow management services. Administer accounting services and systems. Provide logistics arrangement in the section.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/37** : **INTERNSHIP PROVINCIAL SUPPORT REF NO: HR4/1/3PS2018/UIF (X3 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma/ Bachelor Degree in Public Administration/ Public Management / Financial Management. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication (verbal and written). Analytical. Innovative and creative. Interpersonal. Computer literacy. Time Management. Listening.

**DUTIES** : Participate in the implementation of operational policies. Participate in evaluation of provincial offices to ensure consistency. Provide assistance with general administration.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/38** : **INTERNSHIP COMPLIANCE SERVICES REF NO: HR4/1/3CS2018/UIF (X2 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
: Unemployment Insurance Fund: Pretoria  
: National Diploma/ Bachelor Degree in Accounting/Internal Auditing with Accounting/Auditing as a major subject. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication (verbal and written). Computer literacy. Listening. Time Management. Planning and Organising. Creativity. Numeracy. Financial Management.

**DUTIES** : To provide support to Employer Audit Services at Provincial Offices. Render employer audit activities for the fund. Provide assistance with general administration.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/39** : **INTERNSHIP RISK MANAGEMENT REF NO: HR4/1/3RMU2018/UIF (X3 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree in Risk Management/ Internal Audit/ Forensic Investigation. No Experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication. Computer literacy. Time Management. Analytical. Interpersonal. Presentation. Negotiation.

**DUTIES** : Conduct awareness campaign. Identify risk activities. Administer fraud account. Administer case database Provide assistance with general administration.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/40** : **INTERNSHIP DECLARATIONS AND CALL CENTRE SERVICES REF NO: HR4/1/3DCCS2018/UIF (X2 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : National Diploma/ Bachelor Degree in Public Administration/Public Management. No Experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication (verbal and written). Computer literacy. Time Management. Interpersonal. Data Capturing. Listening. Customer focused.

**DUTIES** : Provide registration of employers and declarations of employees. Provide support on the process of declaring employees by employers. Maintain employer's database. Provide helpdesk support services.

**ENQUIRIES** : Mr Wiseman Manotoane Tel No: (012) 337 1681/ Mr Thomas Radebe, Tel No: (012) 337 1676

**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

**POST 28/41** : **INTERNSHIP GAUTENG PROVINCIAL OFFICE: BENEFICIARY SERVICES REF NO: HR4/1/3GPBS2018/UIF (X12 POSTS)**

**STIPEND** : Salary: R5 729 per month  
**CENTRE** : Gauteng Provincial Office: (Johannesburg):  
Boksburg Labour Centre (X1 Post)  
Randfontein Labour Centre (X1 Post)  
Temba Labour Centre (X1 Post)  
Randburg Labour Centre (X1 Post)  
Kempton Park Labour Centre (X1 Post)  
Springs Labour Centre (X1 Post)  
Vereeniging Labour Centre (X1 Post)  
Germiston Labour Centre (X1 Post)  
Mamelodi Labour Centre (X1 Post)  
Bronkhorstspuit Labour Centre (X1 Post)  
Krugersdorp Labour Centre (X1 Post)

- REQUIREMENTS** : Vanderbijlpark Labour Centre (X1 Post)  
National Diploma/ Bachelor Degree in Public Admin/ Public Management/Financial Administration/ Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.
- DUTIES** : Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.
- ENQUIRIES APPLICATIONS** : Mr. Makhoso Kgotleng, Tel No: (011) 853 0506  
Please forward your application, quoting the reference number to the following addresses: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2000, or hand delivery at 77 De Korte Street, Braamfontein, Johannesburg 2001.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office, Johannesburg
- POST 28/42** : **INTERNSHIP LIMPOPO PROVINCIAL OFFICE: BENEFICIARY SERVICES REF NO: HR4/1/3LPBS2018/UIF (X12 POSTS)**
- STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
Limpopo Provincial Office (Polokwane)  
National Diploma/ Bachelor Degree in Public Admin/ Public Management/Financial Administration/ Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.
- DUTIES** : Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.
- ENQUIRIES APPLICATIONS** : Ms. Bertha Maringa, Tel No: (015) 290 1644/1645  
Chief Director: Provincial Operations, Private Bag x 9368, Polokwane, 0700 or hand delivery at A42A Schoeman Street, Boland Building, Polokwane 0700.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office, Polokwane.
- POST 28/43** : **INTERNSHIP FREE STATE PROVINCIAL OFFICE: BENEFICIARY SERVICES REF NO: HR4/1/3FSBS2018/UIF (X5 POSTS)**
- STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
Free State Provincial Office (Bloemfontein): Phuthaditjaba Labour Centre (X5 Posts)  
National Diploma/ Bachelor Degree in Public Admin/ Public Management/Financial Administration/ Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.

- DUTIES** : Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.
- ENQUIRIES APPLICATIONS** : Ms. Sula Sifuba Tel No: (053) 505 6200  
: Chief Director: Provincial Operations, P O Box 522, Bloemfontein, 9300 or hand delivery at Laboria House, 43 Maitland Street, Bloemfontein 9300.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office, Free State.
- POST 28/44** : **INTERNSHIP NORTH WEST PROVINCIAL OFFICE: BENEFICIARY SERVICES REF NO: HR4/1/3NWBS2018/UIF (X12 POSTS)**
- STIPEND CENTRE** : Salary: R5 729 per month  
: North West Provincial Office (Mmabatho):  
North West Provincial Office (X3 Posts)  
Mahikeng Labour Centre (X1 Post)  
Lichtenburg Labour Centre (X1 Post)  
Brits Labour Centre (X1 Post)  
Mogwase Labour Centre (X1 Post)  
Rustenburg Labour Centre (X1 Post)  
Christiana Labour Centre (X1 Post)  
Vryburg Labour Centre (X1 Post)  
Taung Labour Centre (X1 Post)  
Potchefstroom labour Centre (X1 Post)
- REQUIREMENTS** : National Diploma/ Bachelor Degree in Public Admin/ Public Management/Financial Administration/ Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.
- DUTIES** : Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.
- ENQUIRIES APPLICATIONS** : Mr. Molosi Mokolobate Tel No: (018) 387 8100  
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho 2735 or hand delivery at University drive 2nd Floor Provident House Mmabatho 2735.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office, Mmabatho.
- POST 28/45** : **INTERNSHIP NORTHERN CAPE PROVINCIAL OFFICE: BENEFICIARY SERVICES: HR4/1/3NCBS2018/UIF (X5 POSTS)**
- STIPEND CENTRE** : Salary: R5 729 per month  
: Northern Cape Provincial Office (Kimberley):  
Kimberley Labour Centre (X1 Post)  
Calvinia Labour Centre (X1 Post)  
Postmasburg Labour Centre (X1 Post)  
Springbok Labour Centre (X1 Post)  
De Aar Labour Centre (X1 Post)
- REQUIREMENTS** : National Diploma/ Bachelor Degree in Public Admin/ Public Management/Financial Administration/ Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act

(PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.

**DUTIES** : Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

**ENQUIRIES APPLICATIONS** : Ms. Rochelle Klein, Tel No: (053) 838 1519  
: Chief Director: Provincial Operations ,Private Bag X5012, Kimberley 8301 or hand delivery at Corner of Priel and Compound Street, Laboria House, Kimberley 8301.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office, Kimberley.

**POST 28/46** : **INTERNSHIP WESTERN CAPE PROVINCIAL OFFICE: BENEFICIARY SERVICES REF NO: HR4/1/3WCBS2018/UIF (X5 POSTS)**

**STIPEND CENTRE REQUIREMENTS** : Salary: R5 729 per month  
: Western Cape Provincial Office (Cape Town)  
: National Diploma/ Bachelor Degree in Public Admin/ Public Management/Financial Administration/ Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.

**DUTIES** : Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

**ENQUIRIES APPLICATIONS** : Mr Thembisile Mdingi Tel No: (021) 441 8115  
: Chief Director: Provincial Operations: PO Box 872, Cape Town 8000 or hand delivery at 9 Long Street, Cape Town 8001.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office, Cape Town.