

## 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 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. 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. 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 that the posts of Senior Practitioner: Research and Policy Development with Ref No: HR 4/4/3/1RPD/UIF, duties are incorrect and the posts of Interns Beneficiary Services: Free State Provincial Office- with Ref No: HR 4/1/3FSBS/UIF, Centres are as follows: Phuthaditjaba Labour Centre (X2 Posts), Sasolburg Labour Centre: Parys Satellite Office (X2 Posts) and Welkom Labour Centre: Virginia Satellite Office (X1 Post) please visit the following website [www.labour.gov.za](http://www.labour.gov.za) for correct information. The posts were advertised on Public Service Vacancy Circular 27 dated 06 July 2018. Enquiries: Ms. TN Khumalo, Tel No: (012) 337 1972 (Unemployment Insurance Fund).

## OTHER POSTS

**POST 30/12** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/18/08/17HO**  
Directorate: Risk Management

**SALARY** : R697 011 per annum (All inclusive)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Three (3) year tertiary qualification in Risk Management/ Internal Auditing/ Accounting/ Economics. Two (2) years Management experience. Three (3) years functional experience in Risk management/ Internal auditing services. Knowledge: Public sector Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulations, Treasury Regulations, Anti-Fraud and corruption policies, Criminal and Commercial Law, Labour Relations, legislation, policies and procedures. Skills: Analytical, Strategic management,

Financial Management, Facilitation, Investigation, Interviewing, People management, Computer literacy, Time management ,Communication, Interpersonal, Presentation, Planning and organising.

**DUTIES** : Develop Risk management strategies, policies and systems for the Department. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training programmes Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage fraud investigations in the Department. Implement Business Continuity Strategies. Implement Compliance Framework. Manage the resources within the Risk Management Unit.

**ENQUIRIES** : Mr. T Zwane, Tel No: (012) 309 4473

**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** : 17 August 2018 at 16:00

**POST 30/13** : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR4/4/3/2ASDFSA/UIF**  
Re-advertisement

**SALARY** : R356 289 per annum

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : Three (3) years tertiary qualification in Financial Information Systems. Four (4) years functional experience in Financial Systems Administration of which two (2) years must be at a supervisory level. Knowledge: Treasury Regulations, Accounting Principles, Software, coding and programming used in the financial and related systems. Skills: Communication, Listening, Analytical, Presentation, Problem Solving, Innovative and Creative, People Management, Report Writing, Planning and Organizing, Interpretation, Advanced Computer Literacy.

**DUTIES** : Maintain the Chart of Accounts on the financial system. Maintain the effective and efficient operation of the financial system and facilitate new system requirements. Manage the development of any new system requirements Maintenance of data. Manage exception transactions. Manage a logging system for all service requests, errors and change requests. Co-ordination of the use of the systems by all users. Co-ordinate the control and allows access, security of access, levels of access and access to specific fields on the financial system by all users. Co-ordinate the integration between the financial systems with the operational system. Co-ordinate all maintenance calls, request for service and user support. Provide high-level user support with regard to use of financial systems, running of reports, running data queries through data bases and financial reports. Manage resources (Human, Finance, Equipment, Assets) in the section.

**ENQUIRIES** : Ms. M Schmidt, Tel No: (012) 337 1716

**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**CLOSING DATE** : 13 August 2018 at 16:00

**POST 30/14** : **ASSISTANT DIRECTOR: PUBLICATIONS AND WEB DEVELOPER REF NO: HR4/4/3/2ASDPWD/UIF (X2 POSTS)**

**SALARY** : R356 289 per annum

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : Three (3) year qualification in Communication / Public Relations / Computer Science / Information Technology / Web Graphic Design. Two (2) years functional experience in Publications and Web Development or Web Administration environment. Knowledge: Public Financial Management Act (PFMA). Promotion of Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Government Communication Information System role. Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Employment Equity Act (EEA). Skills: Branding Management. Ability to work under pressure and meet deadlines. Online Marketing. Problem Solving. Web Design. Planning and

Organizing. Communication. Search Engine Optimization techniques. Driving. Interpersonal.

**DUTIES** : Coordinate the writing and editing of content for UIF publications. Facilitate and ensure website information is up-to-date. Coordinate the publications of external and internal features. Facilitate the rendering of graphic design, video and photographic services. Manage resources (Human, Financial, Equipment / Assets) in the section.

**ENQUIRIES** : Mr. GM Buthelezi, Tel No: (012) 337 1692/1430

**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**CLOSING DATE** : 13 August 2018 at 16:00

**POST 30/15** : **OFFICE ADMINISTRATOR: REF NO: HR 4/4/3/10A/UIF**  
Re-advertisement

**SALARY** : R242 475 per annum

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : Three years relevant qualification in Office Administration / Secretarial / Office Management/ Administration / Management Assistant. 1-2 years functional experience in Office Administration environment. Knowledge: Departmental policies and procedures. Public Service Regulations (PSR). Public Service Act (PSA). Administration procedures. Batho Pele principles. Skills: Computer Literacy. Communications (both verbal and written). Interpersonal. Listening. Report writing. Planning and Organising.

**DUTIES** : Provide Secretarial Services/ receptionist to the unit. Assist in Monitoring and maintenance of budget including the supply chain for the unit. Facilitate and coordinate all logistical requirements of the unit. Provide Management Information and records management services in the unit. Track and monitor projects and tasks within the unit.

**ENQUIRIES** : Ms SF Zungu Tel No: (012) 337 1666

**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**CLOSING DATE** : 13 August 2018 at 16:00

**POST 30/16** : **CALL CENTRE AGENTS: REF NO: HR 4/4/3/1CCA/UIF (X27 POSTS)**

**SALARY** : R196 407 per annum

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : Grade 12/ NQF level 5. Six (6) months experience in Call Centre/ Customer Enquiry / Services. Knowledge: Batho Pele Principles. Telephone Etiquette. Call Centre Operating System, Unemployment Insurance Act and Regulations. Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA). Skills: Computer Literacy. Communication. Interpersonal. Listening. Customer Focused.

**DUTIES** : Answering incoming calls (Inbound). Handle outgoing calls (Outbound). Maintenance of database. Handle electronic enquiries.

**ENQUIRIES** : Ms. JN Twala Tel No: (012) 337 1855 / 1498 /1189

**APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF

**CLOSING DATE** : 13 August 2018 at 16:00

**POST 30/17** : **AUDIT AND RISK COMMITTEE CHAIRPERSON REF NO: HR4/4/3/3ARCC/UIF (X1 POST)**

**SALARY** : Members will be remunerated according to rates (market related) approved by the Department

**CENTRE** : Unemployment Insurance Fund: Pretoria

**REQUIREMENTS** : Applicants are invited for an experienced candidate with CA (SA), (CIMA) or any other relevant professional financial qualification, for appointment as the

Chairperson of the Audit and Risk Committee of the Unemployment Insurance Fund (UIF). An applicant must be registered with a professional body of his/her expertise. Knowledge and experience in Investments and Financial Markets will be added as an advantage. Applicants must further have expertise in Insurance, COSO model, COBIT Framework, King IV, Public Sector Risk Management Framework, and extensive leadership and experience in serving on the Risk/Audit Committees. Candidates should have experience in GRAP Financial statements, governance, risk management and controls for more than ten (10) years. Applicant may not be in employment with the Department of Labour, UIF, or other entities of the department of Labour. The applicant should be independent, objective and knowledgeable on the status of their positions as a chairperson of the Audit and Risk Committee.

**DUTIES**

: Chairperson of the Audit and Risk Committee shall also serve as a member of the Department of Labour Audit Committee. The Chairperson should provide leadership in the audit committee meetings, prepare Audit and Risk Committee reports and interrogate management reports. The chairperson shall also be responsible to prepare a UIF quarterly audit and risk committee report and present it to the Department of Labour audit committee and or Director General and will also be expected to attend and present his report on quarterly basis to UIF Advisory Board. It will be the responsibility of the Chairperson to ensure that all the responsibilities or the roles of the audit and risk committee are discharged according to the Audit and Risk Committee Charter and any relevant act, standards and regulations.

**ENQUIRIES**

: Mr V Mulindi, Tel No: (012) 337 1121, Email: [UifAuditCommittee@labour.gov.za](mailto:UifAuditCommittee@labour.gov.za)

**APPLICATIONS**

: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION**

: Sub-directorate: Human Resource Management, UIF

**CLOSING DATE**

: 13 August 2018 at 16:00