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. 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 Satelite Office (X2 Posts) and Welkom Labour Centre: Virginia Satellite Office (X1 Post) please visit the following website 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

**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**

**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**
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

OFFICE ADMINISTRATOR: REF NO: HR 4/4/3/1OA/UIF

Re-advertisement

SALARY: R242 475 per annum
CENTRE: Unemployment Insurance Fund: Pretoria

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

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

**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