

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 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- CLOSING DATE** : 07 September 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(Not older than 3 months after publication of the advert) of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. 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). Certified copy of a copy will not be accepted 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. 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. 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. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

- POST 34/10** : **DEPUTY DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/131**
(This is a re-advertisement candidates who previously applied are encouraged to re-apply)
- SALARY** : R697 011 – R821 052 per annum (All inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A Three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. Certificate in billing and clinical coding will be an added advantage. 3 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience in billing and coding. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical

		knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.
<u>DUTIES</u>	:	Monitor the determination and publishing of medical tariffs for COIDA. Manage the loading of COID tariffs and other medical tariffs in the operational system. Manage and ensure technical support to operational system users and oversee training. Develop policies and guidelines related to billing and clinical coding. Manage all the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms D Nkabinde Tel No: (012) 319 9378
<u>POST 34/11</u>	:	<u>DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/130</u> (This is a re-advertisement candidates who previously applied are encouraged to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R697 011 – R821 052 per annum (All inclusive) Compensation Fund, Pretoria A Three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. 3 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience in medical payments. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.
<u>DUTIES</u>	:	Manage the processing of litigation medical invoices to avoid lawsuits. Manage the coordination of allocation of batches to the provinces. Monitor and provide technical support to provincial processors and medical service providers. Develop guidelines for medical payment and provide advice to the negotiating team. Manage all the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms D Nkabinde Tel No: (012) 319 9378
<u>POST 34/12</u>	:	<u>DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 5/1/2/3/129 (X3 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R697 011 – R821 052 per annum (All inclusive) Compensation Fund, Pretoria A Three year qualification in Public Administration (or Management)/ Commerce/ Business Administration (or Management)/ Development Systems. Certificate in Project Management methodologies will be an added advantage. 3 years middle management experience in training and development environment. 2 years supervisory experience in project management. Knowledge: Departmental and the Fund's policies and procedures. Public Financial Management Act (PFMA). COIDA. All Labour legislations. Project Management. Skills Development Act. Skills Levies Act. Strategic Management. Batho Pele principles Skills: People Management. Problem Solving. Presentation. Strategic Management. Conflict Management. Facilitation. Event management. Analytical. Planning and Organizing. Strong Analytic Skills. Communication Skills- Both Written and Verbal. Ability to influence. Computer Literacy. Report Writing. Driving.

<u>DUTIES</u>	:	Engage with relevant stakeholders in training/skills programmes that will benefit Compensation Fund beneficiaries. Identify beneficiaries and Institutions to be funded for Labour Activation purposes. Monitor the activities of Institutions receiving funding and report on constrains including corrective actions. Manage Advocacy Campaigns to create awareness on Labour Activation Programmes. Manage the resources of the Sub directorate
<u>ENQUIRIES</u>	:	Ms N Magonono Tel No: (012) 406 5606
<u>POST 34/13</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY (POLICY) REF NO: HR 5/1/2/3/128</u>
<u>SALARY</u>	:	R489 429 per annum (OSD) Grade 1
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A Degree in Physiotherapy. A Minimum five (5) years experience in Rehabilitation, post community service. Registration with the HPCSA Knowledge: Public Service, DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business processes. Public Service Regulations, DoL and Fund regulations, policies and procedures. Customer Service (Batho Pele Principles) Legislative Requirements: COIDA, Regulations and Policies. National Health Act. Allied Health Professions Act. Rehabilitation Framework & Policy. Skill Development Act. Integrated National Disability Strategy (INDS). Occupational Health and Safety Act (OHS). Public Service Act. Employment Equity Act. Labour Relation Act. Promotion of Equality and Prevention of Unfair Discrimination Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended). General knowledge of the Public Service Regulations Skills: Rehabilitation skills. Analytical skills. Business Writing Skills. Required IT skills. Strategic Leadership. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Decision Making. Accountability. Client Orientation and Customer Focus. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Environmental Awareness.
<u>DUTIES</u>	:	Provide inputs in the development of Rehabilitation and Reintegration programme for COID patients and monitor the implementation thereof. Provide guidance in the Implementation of Rehabilitation, Reintegration and early return to work strategy. Interact with high level internal and external stakeholders. Coordinate the case management activities in the Fund. Manage all resources in the section.
<u>ENQUIRIES</u>	:	Dr MP Selepe Tel No: 012 319 9495
<u>POST 34/14</u>	:	<u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 5/1/2/3/127 (X3 POSTS)</u>
<u>SALARY</u>	:	R356 289 – R419 679 per annum (All inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	A Three year qualification in Public Administration (or Management)/ Commerce/ Business Administration (or Management)/ Development Systems. Certificate in Project Management methodologies will be an added advantage. 2 years functional experience in training and development. 2 years supervisory experience in project management environment. Knowledge: Departmental and the Fund's policies and procedures. Public Financial Management Act (PFMA). COIDA. All Labour legislations. Project Management. Skills Development Act. Skills Levies Act. Strategic Management. Batho Pele principles Skills: People Management. Problem Solving. Presentation. Strategic Management. Conflict Management. Facilitation. Event management. Analytical. Planning and Organizing. Strong Analytic Skill. Communication Skills- Both Written and Verbal. Ability to influence. Computer Literacy. Report Writing. Driving.
<u>DUTIES</u>	:	Coordinate all the priority projects to ensure successful delivery for Labour Activation Programmes. Coordinate financial administrative duties and ensure timeous consolidation of expenditure reports including submission of variance reports for the Directorate. Implement information management systems and

ensure the records are maintained. Perform advocacy campaigns to create awareness on Labour Activation Programmes.

ENQUIRIES : Ms N Magonono Tel No: (012) 406 5606

POST 34/15 : **ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/126**
(This is a re-advertisement candidates who previously applied are encouraged to re-apply)

SALARY : R356 289 – R419 679 per annum (All inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. 2 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience in medical payments environment. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.

DUTIES : Coordinate the processing of litigation medical invoices to avoid lawsuits. Coordinate the allocation of batches to the provinces. Provide technical support to provincial processors and medical service providers. Consolidate inputs in developments of guidelines for medical payments. Manage all the resources in the sub-directorate.

ENQUIRIES : Ms D Nkabinde Tel No: (012) 319 9378

POST 34/16 : **ASSISTANT DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/125**
(This is a re-advertisement candidates who previously applied are encouraged to re-apply)

SALARY : R356 289 – R419 679 per annum (All inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Accounting/ Finance/ Informatics/ Cost and Management Accounting/ Business Management (or Administration)/ Health related qualifications (Nursing/ Occupational Therapy/ Physiotherapy)/ Information Technology/ Computer Studies/ Operations Management/ Production Management. Certificate in billing and clinical coding will be an added advantage. 2 years functional experience in medical aid/ claims processing environment. 2 years supervisory experience in billing and coding. Knowledge: Compensation Fund business strategies and goals. Public Service Regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation Legislative requirements: PFMA and National Treasury Regulations Skills: Business Writing. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Customer Focus. Accountability. People Management and Empowerment (including developing others). Client Orientation. Communication. Risk Management and Corporate Governance.

DUTIES : Determine the publishing of medical tariffs for COIDA. Monitor and implement the systematic recording of COID tariffs and other medical tariffs. Provide technical support to operational system users and oversee training. Monitor and implement

policies and guidelines related to billing and clinical coding. Manage all the resources in the sub-directorate.
ENQUIRIES : Ms D Nkabinde Tel No: (012) 319 9378
POST 34/17 : **ASSISTANT DIRECTOR: INFORMATION SECURITY REF NO: HR 5/1/2/3/124**
SALARY : R356 289 – R419 679 per annum (All inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Three year qualification in Information Security Management \ Security Risk Management. 2 years functional experience in Information Security environment. 2 year's supervisory experience. Private Security Industry Regulatory Authority – Grade B Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Knowledge of security investigation. Information Security. Information Technology. Cyber Security. Required IT knowledge. Risk Awareness. Physical security. Forensic Investigation. Law of evidence. TSCM –Technical Surveillance counter-measures. Threat, Risk and vulnerability Assessment Legislative requirements: Constitution Act 108 of 1996 as (Amended). Minimum information security standard. Occupational Health and Safety Act (OHS). National Intelligence Act. Criminal Procedure Act. Firearms Control Act. Promotion to Access Information Act. Protection of Information Act. National key point Act. Protection of Information Bill. Cyber Security Bill. Strategic intelligence Act. Promotion of Administrative Justice Act. Public Finance Management Act. Public Service Act. Protection of Personal Information Act (POPI) Skills: Required Technical proficiency. Report Writing Skills. Required IT (Ms Office & Operating Skills). Communication. Continuous improvement. Problem solving. Planning and organising. People Management. Risk Management and Fund Governance. External Environmental Awareness. Investigation.
DUTIES : Co-ordinate the implementation of Information Security measures in the Fund. Monitor communication and computer security in the Fund. Manage document security in the Fund. Co-ordinate security awareness programmes in the Fund. Management of resources.
ENQUIRIES : Mr AK Pillay Tel No: 012 319 9495