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

(Salaries are subject to adjustment based on current South African Public Service Compensation Policy)

SALARY

R697 011 – R821 052 per annum (All inclusive)

CENTRE

Compensation Fund, Pretoria

REQUIREMENTS


DUTIES
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.

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

POST 34/11
DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/130
(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

DUTIES
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.

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

POST 34/12
DEPUTY DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 5/1/2/3/129 (X 3 POSTS)

SALARY
R697 011 – R821 052 per annum (All inclusive)

CENTRE
Compensation Fund, Pretoria

REQUIREMENTS
DUTIES: 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.

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

POST 34/13: ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY (POLICY) REF NO: HR 5/1/2/3/128

SALARY: R489 429 per annum (OSD) Grade 1

CENTRE: Compensation Fund, Pretoria


DUTIES: 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.

ENQUIRIES: Dr MP Selepe Tel No: 012 319 9495

POST 34/14: ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 5/1/2/3/127 (X3 POSTS)

SALARY: R356 289 – R419 679 per annum (All inclusive)

CENTRE: Compensation Fund, Pretoria


DUTIES: 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

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

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:


ENQUIRIES: Mr AK Pillay Tel No: 012 319 9495