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: 05 April 2019 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.

MANAGEMENT ECHELON

POST 11/28: DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/181

SALARY: R1 005 063 – R1 183 932 per annum (All inclusive)

CENTRE: Compensation Fund, Pretoria

DUTIES: Develop and design prosthetic and orthotic policy, strategy and processes for the benefit of COID patients. Develop and design prosthetic and orthotic regulations for the benefit of COIDA patients. Manage, establish and maintain relationships and protocols with orthotic and prosthetics institution across the country. Manage, implement and monitor prosthetics devices. Manage the operations of the Directorate and resources (Human, Finance and Equipment).

ENQUIRIES: Ms. F Fakir Tel No: (066) 483 2700

POST 11/29: DIRECTOR REHABILITATION AND REINTEGRATION REF NO: HR 5/1/2/3/182

SALARY: R1 005 063 – 1 183 932 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria

DUTIES: Design and implement a Rehabilitation and Re-Integration Programme for COIDA patients. Develop and monitor the implementation of the rehabilitation, reintegration and early return to work policy. Provide support to Provincial Disability Management and Medical Case Coordination Functions. Manage the dispensation of chronic medication to COIDA patients. Manage resources within the Directorate.

ENQUIRIES: Ms. F Fakir Tel No: (066) 483 2700

OTHER POSTS

POST 11/30: DEPUTY DIRECTOR: BANK RECONCILIATION REF NO: HR 5/1/2/3/183

SALARY: R697 011 – R821 052 per annum (All inclusive)
CENTRE: Compensation Fund, Pretoria

DUTIES: Manage the overall maintenance of the bank accounts. Manage bank reconciliation section expenditure relative to budget. Manage the manual and electronic reconciliation process. Manage all resources in the sub directorate.

ENQUIRIES: Mr. PA Moloto Tel No: (012) 319 9142

POST 11/31: ASSISTANT DIRECTOR: PENSION ADMINISTRATION AND MAINTENANCE REF NO: HR 5/1/2/3/200

SALARY: R444 693 - R523 818 per annum
CENTRE: Compensation Fund, Pretoria


DUTIES: Provide inputs in the development of pensions policies. Implement annual pension increases and disablement in terms of schedule 4. Maintain pensions for both locals and foreigners. Maintain proper record management of pension files master data. Establish and maintain relations with stakeholders.

ENQUIRIES: Ms. P Sihlangu Tel No: (012) 319 9334

POST 11/32: ASSISTANT DIRECTOR: CHANGE MANAGEMENT REF NO: HR 5/1/2/3/184 (X2 POSTS)

SALARY: R356 289 – R419 679 per annum


DUTIES: Coordinate and develop the Change management intervention plans for the Fund. Provide support to the Change Projects within the Fund. Coordinate the implementation of Change Management processes. Facilitate the implementation of transformation programmes. Supervision of staff.

ENQUIRIES: Ms. P Teffo Tel No: (012) 406 5672

POST 11/33: ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: HR 5/1/2/3/185 (X2 POSTS)

SALARY: R356 289 – R419 679 per annum


DUTIES: Design and maintain the organisational structures and facilitate the reviews thereof, Facilitate and coordinate the development of job descriptions/profiles for
Compensation Fund, Facilitate the process of evaluating existing/ new and redefined jobs within Compensation Fund and, Management of resources.

ENQUIRIES : Ms Z Makua Tel No: (012) 406 5672

POST 11/34 : ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE REF NO: HR 5/1/2/3/186

SALARY : R356 289 – R419 679 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A B.Com (with a major in Internal Auditing) degree or equivalent qualification. Certified Internal Auditor (CIA) or studying towards CIA will be an added advantage. A completed article contract with an audit firm. 3-5 years experience in Internal Audit. 2-3 years supervisory experience in an audit environment. Knowledge: Public Service, DoL and Compensation Fund business strategies and goals, Directorate / sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service, DoL and Fund regulations, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operating Systems, Technical Knowledge, DPSA guidelines on COIDA, Legislative requirements: COIDA Act, Public Service Regulations, Public Service Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996 (amended), RAF, Unemployment Insurance Act (UIA), LRA, EE Act, SDA & BCEA.


DUTIES : Co-ordinate and execute internal audit functions within the directorate. Provide input in monitoring the Fund’s compliance with all relevant regulations and legislation. Assist in the management of the sub-directorate.

ENQUIRIES : Ms. B Kalomba Tel No: (076) 0100 201

POST 11/35 : ASSISTANT DIRECTOR: POLICY COORDINATION, MONITORING AND EVALUATION REF NO: HR 5/1/2/3/187

SALARY : R356 289 – R419 679 per annum

CENTRE : Compensation Fund, Pretoria


DUTIES : Facilitate the implementation of policy development strategy and guideline within the Compensation Fund. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Set research agenda, provide policy support, development processes and maintain repository. Conduct the advocacy session for redefined and newly developed policies.

ENQUIRIES : Mr. MJ Ledwaba Tel No: (012) 406 5664
### POST 11/36: ASSISTANT DIRECTOR: INDIVIDUAL LABOUR RELATION REF NO: HR 5/1/2/3/188

**SALARY**: R356 289 – R419 679 per annum  
**CENTRE**: Compensation Fund, Pretoria  
**DUTIES**: Develop and implement labour relations policies and procedures. Manage the disciplinary and grievance process effectively and ensure sound labour relations. Handle the Dispute Resolution. Assist in the management of the Sub-directorate.  
**ENQUIRIES**: Mr. S A Nesengani Tel No: (012) 406 5624

### POST 11/37: ASSISTANT DIRECTOR: PHYSICAL SECURITY REF NO: HR 5/1/2/3/189

**SALARY**: R356 289 – R419 679 per annum  
**CENTRE**: Compensation Fund, Pretoria  
**DUTIES**: Coordinate and implement Security Compliance within the Fund. Facilitate security operations of the Fund. Coordinate the provision of operational and technical training. Assist in the management of resources.  
**ENQUIRIES**: Mr. LL Selala Tel No: (060) 976 2260