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.

CLOSING DATE: 29 April 2019

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 (Section A and B compulsory) 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). 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 and failure to follow application instructions 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 14/26: SENIOR MANAGER MEDICAL SERVICE REF NO: HR 4/4/6/42

SALARY: R1 512 009 per annum (OSD)

CENTRE: Provincial Office: Limpopo

DUTIES : Manage the medical occupational programme for compensation benefits processing. Develop and manage support networks. Provide the medical occupation support to Stakeholders. Provide strategic direction. Manage finances and assets. Manage projects and programmes.

ENQUIRIES : Ms. Maluleke TE Tel No: (015) 290 1662
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700 Physical address 42A Schoeman Street, Polokwane 0700
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Limpopo
POST 14/27 : MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/1/72

SALARY : Grade 1: R256 905 – R297 825 per annum (OSD)
Grade 2: R315 962 – R362 865 per annum (OSD)
Grade 3: R383 226 - R485 475 per annum (OSD)

CENTRE : Labour Centre: Queenstown
REQUIREMENTS : Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage with minimum ten years experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre gained after registration and experience in medical claims processing/insurance environment, Registration with the South African Nursing Council. Grade 1: 2 to 9 years experience. Grade 2: 10-19 years experience. Grade 3: 20 years experience. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

ENQUIRIES : Mr. T Ramncwana Tel No: (045) 807 5400
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200