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 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.

MANAGEMENT ECHELON

POST 17/34: DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/19/5/1HO

SALARY: R1 005 063 per annum (all inclusive)
CENTRE: Provincial Office: Gauteng


ENQUIRIES: Mr. TJ Mokomatsidi Tel No: (011) 853 0300
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: 03 June 2019

OTHER POSTS

POST 17/35: DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X3 POSTS)

SALARY: R869 007 per annum (all inclusive)

CENTRE: Labour Centre: Bethlehem Ref No: HR 4/4/8/234 (X1 Post)
Labour Centre: Kuruman Ref No: HR4/4/8/12 (X1 Post)
Labour Centre: Springbok Ref No: HR4/4/8/13 (X1 Post)


DUTIES: Manage the service delivery objectives as per the mandate of the Department of Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities. Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.

ENQUIRIES: Mr. S Segalo Tel No: (051) 505 6206
Mr. ZL Albanie Tel No: (053) 838 1500

APPLICATIONS: Chief Director: Provincial Operations: PO Box 522, Bloemfontein, 9300, Physical Address: Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301
Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hands deliver at Cnr Compound and Pniel Road

FOR ATTENTION: Human Resources Management, Bloemfontein

CLOSING DATE: 03 June 2019

POST 17/36: DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR 4/19/05/2SEE

SALARY: R733 257 per annum (all inclusive)

CENTRE: Sheltered Employment Enterprise, Silverton


DUTIES: Manage the Procurement Policy and Procedures in Supported Employment Enterprises. Manage supply and acquisition of goods and services. Manage, develop and maintain contracts with suppliers / service providers. Manage the resource within the section.

ENQUIRIES: Mr. S Ngcongo Tel No: (012) 843 7300

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: 03 June 2019
POST 17/37 : DEPUTY DIRECTOR: PERSAL REF NO: HR4/19/05/04HO

SALARY : R733 257 per annum (all inclusive)
CENTRE : Directorate: Financial Management, Head Office
DUTIES : Manage payroll related procedures in the Department. Manage debt collection process. Manage deductions and claims processes. Manage Service termination procedures. Perform Persal Controller functions in the Department.
ENQUIRIES : Mr. DE Kyle Tel No: (012) 309 4298
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 : 03 June 2019

POST 17/38 : DEPUTY DIRECTOR: FINANCE AND OFFICE ADMINISTRATION (X3 POSTS)

SALARY : R733 257 per annum (all inclusive)
DUTIES : Manage the implementation of Financial Management processes and procedures in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for financial control and accounting in the Province. Manage the Administration of BAS and payments in the Province. Manage the IT and Office support service in the Province. Manage the Fleet Management Services in the Province.
ENQUIRIES : Ms N Douw-Jack Tel No: (043) 701 3128 Ms. T Maluleke Tel No: (015) 290 1662 Ms. M Mazibuko Tel No: (013) 655 8701
APPLICATIONS : Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201 or Hand deliver at Department of Labour, No.3 Hill Street, East London. Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700. Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
CLOSING DATE : 03 June 2019
**POST 17/39** : DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT  
**REF NO:** HR4/4/6/77

**SALARY** : R733 257 per annum (all inclusive)  
**CENTRE** : Provincial Office: Limpopo  
**REQUIREMENTS** :  

**DUTIES** : Manage the Human Resource support services and the implementation of all the Human Resource policies, procedure and relevant prescripts in the Province. Manage the effective implementation of recruitment and selection policy in the Province. Facilitate the coordination of the implementation of Performance Management Policy in the Province. Manage the coordination of Human Resource Development interventions and the implementation Human Resource Development Policies and Programmes in the Province. Manage the administration of service benefits and leave of staff in the Province. Manage all the resources in the Directorate.

**ENQUIRIES** : Ms. T Maluleke 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, Limpopo

**CLOSING DATE** : 03 June 2019

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**POST 17/40** : COUNSELLOR REF NO: HR4/4/4/03/09

**SALARY** :  
Grade 1: R579 147 - R642 765 per annum (OSD)  
Grade 2: R662 190 – R734 928 per annum (OSD)  
Grade 3: R750 024 – R832 398 per annum (OSD)

**CENTRE** : Labour Centre: Vanderbijlpark  
**REQUIREMENTS** :  
Four (4) year B Psych qualification or a 4 year B Psych equivalent Qualification. Valid Drivers license. Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). **Grade 1**: 0 (zero) to 6 years experience gained after registration. **Grade 2**: 8 years relevant experience gained after registration. **Grade 3**: 16 year’s relevant experience gained after registration. Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

**DUTIES** : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.

**ENQUIRIES** : Mr. M H Tabane Tel No: (016) 981 0280

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivers at 77 Korte Street, Braamfontein.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng.

**CLOSING DATE** : 03 June 2019
POST 17/41 : DISABILITY MANAGER (ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY) REF NO: HR4/4/8/11

SALARY : R517 326 per annum (OSD)
CENTRE : Provincial Office: Kimberley

DUTIES : Manage early return to work and community re-integration programmes. Participate in the development/review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management section.

ENQUIRIES : Dr. Jood-Molaolwe Tel No: (053) 838 1588/1589
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.
FOR ATTENTION : Sub-directorate: Human Resource Management, Kimberley
CLOSING DATE : 03 June 2019

POST 17/42 : ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/1/170

SALARY : R470 040 per annum
CENTRE : Provincial Office: Western Cape

DUTIES : Provide operational and technical support to labour centres for the delivery of effective work- seeker registration services. Facilitate the training of ESSA end users (internal and external) on work-seeker registration service. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.

ENQUIRIES : Ms Z Maimane Tel No: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, corner, Riebeek and Long Street
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape.
CLOSING DATE : 03 June 2019
POST 17/43 : ASSISTANT DIRECTOR: LABOUR RELATIONS (RESEARCH MONITORING AND EVALUATION) REF NO: HR 4/4/5/39

SALARY : R470 040 per annum
CENTRE : Provincial Office: Kwazulu-Natal
DUTIES : Assess the impact of labour legislation on the different stakeholders (civil service, labour and business etc.) by conducting provincial and contributing to national research projects for the purpose of monitoring and evaluating national policy and socio-economic trends. Manage all the resources of the division.
ENQUIRIES : Mr SJ Maseko Tel No: (031) 366 2078
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand delivers at 267 Anton Lambede Street, Royal Hotel Building, Durban.
CLOSING DATE : 03 June 2019

POST 17/44 : ASSISTANT DIRECTOR FACTORY PRODUCTION: OPERATION REF NO: HR 5/19/04/02

SALARY : R470 040 per annum
CENTRE : Supported Employment Enterprises: Bloemfontein
DUTIES : Manage and monitor production within the factory. Manage the operational functions of the factory. Manage resources within the factory. Manage compliance to Occupational Health and Safety within the Factory.
ENQUIRIES : Ms. G Manamela Tel No: 012 843 7300
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 : 03 June 2019

POST 17/45 : ASSISTANT DIRECTOR: COLLECTIVE BARGAINING REF NO: HR 4/19/05/03 HO (X2 POSTS)
(Re-advert applicants who applied before must re-apply)

SALARY : R470 040 per annum
CENTRE : Chief Directorate: Labour Relations, Head Office
action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting system and Internal Control, Batho Pele Principles.

Skills: Administration and financial management, Verbal and written Communication, Interpersonal relations, Ability to build high performance teams, Computer literacy, Project management, Communication, Analytical, Problem solving, Conflict analytical, Innovative, Management.

DUTIES : Develop and monitor the registration of Labour Organization. Obtain information to monitor compliance of Labour Organization in terms of legislation. Develop and monitor the extension of collective agreements. Strengthen the capacity of Labour Market Institutions. Manage resources of the Sub-Directorate such as HR, assets etc.

ENQUIRIES : Ms. MM Ngwetjana Tel No: (012) 309 4112
Ms. SK Mahlangu Tel No: (012) 309 4588

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


SALARY : R376 596 per annum
CENTRE : Provincial Office: Mpumalanga

DUTIES : Implement statutory processes with respect to all Labour Legislation and IES Policies. Implement advocacy Programmes on compliance and enforcement. Develop and implement a Labour Centre monitoring program for enforcement files. Oversee administration for statuary services in the Province. Manage the resources within the unit.

ENQUIRIES : Ms. NL Njwambe Tel No: (013) 655 8775
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Emalahleni, 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.

FOR ATTENTION : Sub-directorate: Human Resources Management, Emalahleni
CLOSING DATE : 03 June 2019

POST 17/47 : ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT AND EMPLOYMENT RELATIONS (X2 POSTS)

SALARY : R376 596 per annum
CENTRE : Provincial Office: Mpumalanga Ref No: HR/4/4/7/16 (X1 Post)
Provincial Office: East London Ref No: HR 4/4/1/201 (X1 Post)
DUTIES: Coordinate and monitor the implementation of human resources management policies in the Province. Monitor and provide advice on the implementation of Employment Relations policies and prescripts. Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits. Manage staff and all the resources of the Sub-Directorate.

ENQUIRIES: Mr. LM Nkotsoe Tel No: (013) 655 8762
Mr. WG Dumalisile Tel No: (043) 701 3032

APPLICATIONS: Chief Director Provincial Operations: Private Bag X 7263, Emalahleni. 1035 or hand deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank.
Chief Director: Human Resources Operations: Private Bag X 9005, East London 5201, or Hand deliver at Department of Labour, No.3 Hill Street, East London.

FOR ATTENTION: Sub-directorate: Human Resources Management, Emalahleni

CLOSING DATE: 03 June 2019

POST 17/48: ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/9/70

SALARY: R376 596 per annum
CENTRE: Provincial Office: Mmabatho


DUTIES: Implement Risk management strategies/ policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training. Establish and manage an integrated risk management framework for all aspects of risk across the the Department. Manage resources within the Risk Management Unit.

ENQUIRIES: Ms. BK Matlhako Tel No: (018) 3878 100
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery at University Drive Provident House, Mmabatho.

FOR ATTENTION: Sub-directorate: Human Resources Management, Mmabatho
CLOSING DATE: 03 June 2019

POST 17/49: ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES (X2 POSTS)

SALARY: R376 596 per annum
CENTRE: Provincial Office: Limpopo Ref No: HR 4/4/6/85 (X1 Post)
Provincial Office: Western Cape Ref No: HR 4/4/10/19 (X1 Post)


DUTIES: Monitor accounts and bookings support services in the Province in line with the relevant prescripts. Provide fleet monitoring and inspection in the Province. Monitor implementation of accident processes and procedures in the Provinces Monitor maintenance of all vehicles in the Province.
ENQUIRIES: Ms Z Maimane Tel No: (021) 441 8125
Ms. T Maluleke Tel No: (015) 290 1662
APPLICATIONS: Chief Director: Provincial Operations: PO, Box, 872, Cape Town, 8000 or hand
delivery to NO: 9 long Street, corner, Riebeek and Long Street
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700
FOR ATTENTION: Sub-directorate: Human Resources Management, Western Cape
Sub-directorate: Human Resources Management, Limpopo
CLOSING DATE: 03 June 2019
POST 17/50: ASSISTANT DIRECTOR: SERVICE DELIVERY AND CLIENT SUPPORT REF
NO: HR 5/1/2/3/13
SALARY: R376 596 – R443 601 per annum
CENTRE: Compensation Fund, Pretoria
REQUIREMENTS: A Three year qualification in Communication/ Marketing/ Customer Service/
DUTIES: Coordinate and monitor the implementation of the services delivery improvement at Compensation Fund customer access points. Maintain customer relationships with stakeholders for service delivery improvements. Facilitate the implementation standards for ensuring customer satisfaction, dependence and product / service patronage. Communicate with clients to identify their requirements, challenges and identify possible solutions. Participate in change management sessions for service delivery improvements programme. Management of resources.
ENQUIRIES: Mr. J Modiba Tel No: (012) 406 5608
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: 31 May 2019
POST 17/51: SENIOR ADMINISTRATIVE OFFICER (CLAIMS PROCESSOR) REF NO: HR
4/4/6/75
SALARY: R316 791 per annum
CENTRE: Labour Centre: Tzaneen
REQUIREMENTS: Three year qualification in Public Management / Administration / Social science / OHS / Finance / HRM with two years functional experience in a claims processing environment of compensation or medical claims. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Management functions and management, Compensation fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology and medical terminology, Stakeholders and customers, Customer service (Batho Pele Principles) Required Information Technology knowledge, Information Technology Operating systems, Risk awareness,


**ENQUIRIES**
Mr G Morebodi Tel No: (015) 290 1768

**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, Limpopo

**CLOSING DATE**
03 June 2019

**POST 17/52**: SENIOR EMPLOYER SERVICES OFFICER (X2 POSTS)

**SALARY**
R316 791 per annum

**CENTRE**
Provincial Office: Limpopo Ref No: HR4/4/6/81 (X1 Post)
Labour Centre: Mokopane Ref No: HR4/4/6/82 (X1 Post)

**REQUIREMENTS**

**DUTIES**: Monitor and register employer declarations on the system. Maintain and update employer declaration’s database. Maintain close working relationship with all relevant stakeholders. Supervise resources in the section.

**ENQUIRIES**
Mr. J Mokobodi, Tel No: (015) 290 1665

**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, Limpopo

**CLOSING DATE**
03 June 2019

**POST 17/53**: SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HR 4/4/6/29

**SALARY**
R316 791 per annum

**CENTRE**
Provincial Office: Limpopo

**REQUIREMENTS**

**DUTIES**: Collect a % of outstanding Overpayment balance. Maintain all Overpayments Debtors records. Supervises resources (Human, Finance, Equipment/ Assets) in the Section.

**ENQUIRIES**
Ms. JM Fope Tel No: (015) 290 1664

**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, Limpopo

**CLOSING DATE**
03 June 2019

**POST 17/54**: SENIOR ADMINISTRATIVE OFFICER (PENSION ADMINISTRATION) REF NO: HR 4/4/6/76

**SALARY**
R316 791 per annum

**CENTRE**
Labour Centre: Polokwane
<table>
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<tr>
<td>POST 17/56</td>
<td>Three years relevant qualification in Office Management/Information Management and Technology/Public/Business Administration/Management with one year functional experience in office administration/secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles. Skills: Facilitation, Interpersonal relationship, Communication (both verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.</td>
<td>Provide a receptionist support to the office including diary management for the Director. Render a Secretariat Service for the Office of the Director. Assist in Monitoring and maintaining the budget including supply chain for the Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management Information and records management services in the Directorate. Track and monitor projects tasks within the Directorate.</td>
<td>Mr. J Mokobodi Tel No: (015) 290 1665</td>
<td>Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700</td>
<td>Sub-directorate: Human Resources Management, Limpopo</td>
<td>03 June 2019</td>
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<tr>
<td>POST 17/57</td>
<td>Matriculation certificate (NQF4)/ three (3) year tertiary qualification degree/diploma in Public Management/Administration/ Social science/ OHS/Finance/ HRM is required. three to five years experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisor experience. Knowledge: DoL and Compensation Fund objective and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Relevant Fund policies, procedures and processes, Human anatomy/ Biology and medical terminology, Stakeholders and customer (Batho Pele Principles, Fund values, Required IT Knowledge, IT Operating System, Risk Awareness, COID Act, Regulations and Policies, COID tariffs. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Data capturing, Data and records management, Telephone Skills and Etiquette.</td>
<td>Administering of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Serve as a Team Leader/Supervisor.</td>
<td>Ms. JM Fope Tel No: (015) 290 1664</td>
<td>Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700 Physical address: 42a Schoeman Street, Polokwane 0700</td>
<td>Sub-directorate: Human Resources Management, Limpopo</td>
<td>03 June 2019</td>
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SALARY: R257 508 per annum

CENTRE: Provincial Office: Limpopo

OFFICE ADMINISTRATOR REF NO: HR 4/4/6/58

ADMINISTRATIVE OFFICER (CLAIMS ASSESSOR) REF NO: HR 4/4/6/80
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, Limpopo
CLOSING DATE :  03 June 2019

POST 17/57 :  MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X2 POSTS)
(Re-advert, applicants who applied before must re-apply)

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: Tzaneen Ref No: HR4/6/6/84 (X1 Post)
Labour Centre: Modimolle Ref No: HR4/6/6/83 (X1 Post)

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 gained after registration. **Grade 2:**
10-19 years’ experience gained after registration. **Grade 3:** 20 years’ experience
 gained after registration. 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 :  Ms. Lebogo MS 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, Limpopo
CLOSING DATE :  03 June 2019

POST 17/58 :  RECORDS ADMINISTRATOR REF NO: HR 4/4/6/60

SALARY :  R208 584 per annum
CENTRE :  Provincial Office: Limpopo
REQUIREMENTS :  Grade twelve/Senior Certificate or equivalent. Knowledge: National Archives Act,
Batho Pele Principles, Records management, Departmental policies and
procedures. Skills: Communication, Listening, Computer literacy, Planning and
organising.

DUTIES :  Maintain the filing system as per the directives of the archives and records
management prescripts. Sort and prepare documents for disposal in line with the
relevant prescripts. Perform administrative duties within the Section as and when
the need arises.

ENQUIRIES :  Ms. JM Fope Tel No: (015) 290 1664
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, Limpopo
CLOSING DATE :  03 June 2019

POST 17/59 :  CLIENT SERVICE OFFICER (X5 POSTS)

SALARY :  R208 584 per annum
CENTRE :  Labour Centre: Polokwane Ref No: HR 4/4/6/50 (X4 Posts)
Labour Centre: Phalaborwa Ref No: HR 4/4/6/51(X1 Post)

**REQUIREMENTS**

**DUTIES**
Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.

**ENQUIRIES**
Ms. TE Maluleke Tel No: (015) 290 1662

**APPLICATIONS**
Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Limpopo

**CLOSING DATE**
03 June 2019

POST 17/60

**SENIOR ADMIN CLERKS (X4 POSTS)**

**SALARY**
R208 584 per annum

**CENTRE**
Labour Centre: Polokwane Ref No: HR 4/4/6/52 (X2 Posts)
Labour Centre: Lephale Ref No: HR 4/4/6/53(X1 Post)
Labour Centre: Tzaneen Ref No: HR 4/4/6/54(X1 Post)

**REQUIREMENTS**

**DUTIES**

**ENQUIRIES**
Mr. J Mokobodi Tel No: (015) 290 1665

**APPLICATIONS**
Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Limpopo

**CLOSING DATE**
03 June 2019

POST 17/61

**OFFICE AID REF NO: HR 4/4/6/61**

**SALARY**
R122 595 per annum

**CENTRE**
Labour Centre: Groblersdal

**REQUIREMENTS**

**DUTIES**
Ensure a clean office environment at all times. Provide food service’s aid. Assist in distributing stock. Assist with messenger functions.

**ENQUIRIES**
Ms. MN Mavhungu Tel No: (015) 290 1665

**APPLICATIONS**
Chief Director: Provincial Operations: Private Bag X9368 Polokwane, 0700
Physical address: 42a Schoeman Street, Polokwane 0700

**FOR ATTENTION**
Sub-directorate: Human Resources Management, Limpopo

**CLOSING DATE**
03 June 2019