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 : 24 June 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 ( 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 20/23 : DIRECTOR: CUSTOMER CARE REF NO: HR 5/1/2/3/28
(Re-Advert)

SALARY : R1 005 063 – R1 183 932 per annum

CENTRE : Compensation Fund, Pretoria


DUTIES : Create a high performance service delivery culture. Cultivate internal and external stakeholder relationships. Manage the Directorate.

ENQUIRIES : Mr. J Modiba Tel No: (012) 406 5609
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.

OTHER POSTS

POST 20/24: DEPUTY DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/25
(Re-Advert)

SALARY: R733 257 – R863 748 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: Monitor the determination and publishing of medical tariffs for COID. 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) 406 5666
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.

POST 20/25: DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/26
(Re-Advert)

SALARY: R733 257 – R863 748 per annum
CENTRE: Compensation Fund, Pretoria

DUTIES: Manage the processing of litigation on 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.

<table>
<thead>
<tr>
<th>POST 20/26</th>
<th>DEPUTY DIRECTOR: FRAUD PREVENTION AND INTEGRITY MANAGEMENT REF NO: HR 5/1/2/3/27</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R733 257 – R863 748 per annum</td>
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<td>CENTER</td>
<td>Compensation Fund, Pretoria</td>
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<tr>
<td>DUTIES</td>
<td>Develop fraud prevention and integrity management framework, policies, procedures and procedures. Manage anti – fraud and corruption training programmes. Manage the various fraud detection techniques and Cyber Crime in the Fund. Manage the administration of the anti – fraud hotline within the Fund. Manage the resources in the unit.</td>
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<tr>
<td>ENQUIRIES</td>
<td>Ms L Kgoele Tel No: (012) 406 5663</td>
</tr>
<tr>
<td>APPLICATIONS</td>
<td>Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hands deliver at 167 Thabo Sehume &amp; Madiba Street, Delta Heights Building</td>
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<td>FOR ATTENTION</td>
<td>Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.</td>
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<tr>
<th>POST 20/27</th>
<th>ASSISTANT DIRECTOR: PENSIONS PAYMENTS REF NO: HR 5/1/2/3/24</th>
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<tr>
<td>SALARY</td>
<td>R470 040 – R553 677 per annum</td>
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<tr>
<td>CENTER</td>
<td>Compensation Fund, Pretoria</td>
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<td>DUTIES</td>
<td>Provide inputs into the pension’s payment policy. Approve pension payments and monitor correct banking details database. Release pensions payments for</td>
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both local foreigners’ pensioners. Establish and maintain relations with stakeholders.

ENQUIRIES : Mrs P Sihlangu Tel No: (012) 319 9447
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.

POST 20/28 : ASSISTANT DIRECTOR: BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/21
(Re-Advert)

SALARY : R376 596 – R443 601 per annum
CENTRE : Compensation Fund, Pretoria

DUTIES : Determine the publishing of medical tariffs for COID. 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. Assist in the management of resources.

ENQUIRIES : Ms D Nkabinde Tel No: (012) 406 5666
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.

POST 20/29 : ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/22
(Re-Advert)

SALARY : R376 596 – R443 601 per annum
CENTRE : Compensation Fund, Pretoria
**DUTIES**

Coordinate the processing of litigation on 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. Assist in the management of resources.

**ENQUIRIES**

Ms. D Nkabinde Tel No: (012) 406 5666

**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.

**POST 20/30**

**ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/23 (X2 POSTS)**

**SALARY**

R376 596 – R443 601 per annum

**CENTRE**

Compensation Fund, Pretoria

**REQUIREMENTS**


**DUTIES**

Implement the fraud investigation policy, strategies and procedures within the Fund. Coordinate the execution of Fraud Investigation Plans. Conduct system analyses on cases received. Supervision of staff.

**ENQUIRIES**

Mr. J Ngapo Tel No: (012) 313 6339

**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.

**POST 20/31**

**MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/4/03/11**

**SALARY**

Grade 1: R256 905 - R297 825 per annum (OSD)
Grade 2: R315 963 - R362 865 per annum (OSD)
Grade 3: R383 226 - R443 601 per annum (OSD)

**CENTRE**

Provincial Office: Gauteng

**REQUIREMENTS**

Four (4) years degree/Three (3) years diploma in Nursing. Post Basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an Advantage. Valid Driver’s licence is required. Experience: Minimum of ten (10) years’ experience in trauma/ emergency, internal medicine/ general surgery/ orthopaedics/ theatre at regional public hospital level or private hospital, gained after registration. Experience in medical claims processing/ insurance environment. 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 related legal as well 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: Rehabilitation skills Analytical skills, Business Writing Skills, Financial Management, Planning and Organizing, Problem Solving and Analysis, Decision Making, Client orientation and Customer Focus.

**DUTIES**

Coordinate early rehabilitation intervention according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries needs.
Facilitate early return to work and community re-integration programmes
Maintain relationships and empower all internal and external stakeholders.

**ENQUIRIES**
Ms. P Mafata Tel No: (011) 853 0478 Mr. S Mdluli, Tel No: (012) 406 5613

**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.

**POST 20/32**
**MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/4/03/08 (X4 POSTS)**

**SALARY**
Grade 1: R256 905 - R297 825 per annum (OSD)
Grade 2: R315 963 - R362 865 per annum (OSD)
Grade 3: R383 226 - R485 475 per annum (OSD)

**CENTRE**
Mamelodi Labour Centre (X1 Post)
Labour Centre: Johannesburg Labour Centre (X2 Posts)
Labour Centre Vereeniging Labour Centre (X1 Post)

**REQUIREMENTS**
Four (4) years nursing degree/three year’s 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. P Mafata Tel No: (011) 853 0478 Dr. V Mabudusha Tel No: (012) 313 5345

**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.