ANNEXURE C

DEPARTMENT OF EMPLOYMENT AND 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 : 02 December 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 are 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

Re-advertisement

SALARY : R1 057 326 per annum (all inclusive)
CENTRE : Western Cape Provincial Office

DUTIES : Provide leadership and develop strategies for capturing of registrations, declarations and maintenance of the database in accordance with Unemployment Insurance Act (UIA). Provide leadership and develop strategies for the effective management of claim processes. Oversee the implementation of employer audit services. Manage the implementation of risk management strategies. Manage resources (Human, Financial, Equipment / Assets) in the Directorate.

ENQUIRIES : Mr M Ntamo Tel No: (021) 441 8112
APPLICATIONS : Chief Director, Provincial Operations, PO, BOX, 872, Cape Town, 8000 or hand delivery to NO: 9 long Street, Cnr, Riebeek and Long Street.
FOR ATTENTION: Sub-directorate: Human Resources Management, Western Cape

OTHER POSTS

POST 41/05: DEPUTY DIRECTOR: COID REF NO: HR 4/4/6/99
Re-advertisement

SALARY: R826 053 per annum (all inclusive)
CENTER: Provincial Office: Limpopo
REQUIREMENTS: Three (3) year tertiary qualification in Public Management/ Business Management/ Operations Management/Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and or medical insurance (including disability claims) processing environment. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA guidelines on application of COID (for government departments), Public Service regulation, Public Service Act, Basic Conditions of Employment Act (BCEA), Employment Equity Act (EEA), Promotion of Administrative Justice Act (PAJA), DoL and Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical Knowledge. Skills: Leadership, Operational management, Creative and Innovation, Analytical thinking, Financial Management, Change Management, Service delivery innovation (SDI), Planning and organising, Problem solving, Decision making, People management and empowerment (including developing others), Communication (written and verbal), Risk Management, Computer literacy.

DUTIES: Manage efficient provision and coordination of compensation benefits in the Province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

ENQUIRIES: Mr. TE Maluleke 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

POST 41/06: ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY REF NO: HR 4/4/6/102

SALARY: R517 326 per annum (OSD)
CENTER: Provincial Office: Limpopo

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: Mr. TE Maluleke, Tel No: (015) 290 1768
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
FOR ATTENTION: Sub-directorate: Human Resources Management, Limpopo

POST 41/07: PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR 4/4/6/100

SALARY: R470 040 per annum
CENTRE: Provincial Office: Limpopo

DUTIES: Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Manage the resources within the Inspectorate and Enforcement Unit.

ENQUIRIES: Mr GC Morebodi Tel No: (015) 290 1768
APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 9368 Polokwane, 0700
FOR ATTENTION: Sub-directorate: Human Resources Management, Limpopo

POST 41/08: ASSISTANT DIRECTOR: EMPLOYER SERVICE COORDINATOR REF NO: HR4/4/10/123

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

DUTIES: Coordinate International Cross Border Labour Migration and PEA/TES functions. Coordinate the provision of services to distress companies. Facilitate stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer service. Facilitate the training of ESSA end users (internal and external) on employer service.

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

POST 41/09: ASSISTANT DIRECTOR: FINANCE AND PROVISIONING REF NO: HR 4/4/4/10/01

SALARY: R376 596 per annum
CENTRE: Provincial Office: Braamfontein (Gauteng)
Management, Verbal and written communication, Interpersonal relations, Ability to build high-performance teams, Computer literacy, Project Management, Strategic management, Analytical, Problem solving, Conflict management.

**DUTIES**
Manage Logistics Unit. Manage the procurement support service in the Province. Monitor the Provincial budget to ensure efficient and effective utilization of resources. Manage the Assets Unit. Manage all resources of the unit.

**ENQUIRIES**
Ms Ivy Hadzhi Tel No: (011) 853 0415

**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 41/10**
APPLICATION DEVELOPMENT: JAVA REF NO: HR4/19/11/44HO

**SALARY**
R376 596 per annum

**CENTRE**
Head Office

**REQUIREMENTS**

**DUTIES**
Analyse, specify and develop customized software Applications Java. Provide support and maintenance of customized software Applications Java. Develop applications according to the defined standards and best practice principles.

**ENQUIRIES**
Mr R Makweya Tel No: (012) 309 5109

**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

**POST 41/11**
ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR4/4/3/2/ASDCC/UIF

Re-advertisement

**SALARY**
R376 596 per annum

**CENTRE**
Unemployment Insurance Fund: Pretoria

**REQUIREMENTS**

**DUTIES**
Facilitate the handling of incoming calls and enquiries. Review call centre policies and procedures and ensure implementation thereof. Coordinate helpdesk services. Manage resource (Human, Finance, Equipment, Assets) within the Sub-directorate.

**ENQUIRIES**
Mr. JN Mthembu Tel No: (012) 337 1189

**APPLICATIONS**
Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand deliver at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

**FOR ATTENTION**
Sub-directorate: Human Resource Management, UIF

**POST 41/12**
ASSISTANT DIRECTOR: TRADE CREDITORS REF NO: HR4/4/3/2/ASDTC/UIF

**SALARY**
R376 596 per annum

**CENTRE**
Unemployment Insurance Fund: Pretoria
### REQUIREMENTS

Three (3) year tertiary qualification in Financial Accounting/ Cost and Management Accounting/Financial Management. Two (2) years functional experience in finance environment. Two (2) years supervisory experience. Knowledge: Public Financial Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Labour Relations Act (LRA), Relevant Financial Systems (Ax-One, BAS, etc), HR System (PERSAL), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Skills: Accounting Communication, Computer literacy, Time Management, Interpersonal, Report Writing, Planning and organizing, Analytical, Creative.

### DUTIES

Approve payment of internal and external creditors of the Fund. Facilitate the administration of petty cash EFT. Review the reconciliation of the sub-module against the general ledger. Verify and ensure processing of financial classification figures (salary). Assist in managing resources (Human, Finance, Equipment, Assets) in the section.

### ENQUIRIES

Mr V Seluma Tel No: (012) 337 1728

### APPLICATIONS

Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

### FOR ATTENTION

Sub-directorate: Human Resource Management, UIF

### POST 41/13

**ASSISTANT DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR 4/4/3/2ASDFSA/UIF (X2 POSTS)**

Re-advertisement

### SALARY

R376 596 per annum

### CENTRE

Unemployment Insurance Fund: Pretoria

### REQUIREMENTS


### DUTIES

Co-ordinate and monitor user access and system security and maintain a Call register for all service requests and incidents. Facilitate the development of new system requirements, enhancements and changes. Verify the integration of the financial system, co-ordinate exception transactions and load financial data. Co-ordinate the supply of information and reports and provide high-level user support. Assist in managing resources in the section.

### ENQUIRIES

Ms M Schmidt Tel No: (012) 337 1716

### APPLICATIONS

Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Nagoya and Pretorius Street, ABSA Towers Building, Pretoria.

### FOR ATTENTION

Sub-directorate: Human Resource Management, UIF

### POST 41/14

**MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/1/271**

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 year 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

**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

**FOR ATTENTION**