

## 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.*

- APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or hand delivery at Corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
- FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF
- CLOSING DATE** : 23 March 2020 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://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 of all qualification(s), academic transcripts including senior certificate, ID-document and a Driver's license where applicable. The certification must be within six (6) months as at the advert closing date. 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 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). The Department reserves the right not to make any appointment(s) to the above post. 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. The successful candidate will be expected to sign a performance agreement. The Department of Employment and Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

## OTHER POSTS

- POST 09/02** : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: HR4/4/3/2DDFR/UIF**
- SALARY** : R733 257 per annum (All inclusive)
- CENTRE** : Unemployment Insurance Fund: Pretoria
- REQUIREMENTS** : Three (3) year tertiary qualification in Finance. Three (3) years functional experience. Two (2) years managerial experience in finance environment, Knowledge: Knowledge of the UI Acts, Knowledge of the PFMA & Treasury Regulations, Knowledge of Generally Recognised Accounting Practices Standards and IFRS (International Financial Reporting Standards), Extensive knowledge to apply accounting best practices, Extensive knowledge of the financial systems, Extensive Knowledge of MS Office, Knowledge of statistical methods/tools for the analyses of monthly and yearly reports, Knowledge of budgeting procedure. Skills: Accounting skills, Problem solving skills, Analytical skills, Report writing skills, Computer skills, Good interpersonal relation skills, Communication skills, Customer care skills, Time Management skills, Independent problem solving skills, Management skills, Project management skills, Policy management and development.
- DUTIES** : Manage financial reporting on the status of the UIF. Monitor the maintenance and reconciliation of the general ledger. Manage the performance of

accounting and sundry activities. Manage the coordination of Audit office functions Manage the resources in the Sub-Directorate.  
**ENQUIRIES** : Ms L Briedenhann Tel No: (012) 337 1733/1668

**POST 09/03** : **DEPUTY DIRECTOR: MAINTENANCE REF NO: HR 4/ 4/3/2DDM/ UIF**

**SALARY** : R733 257 per annum (Level 11) (All inclusive)  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three years tertiary qualification in Property Management/Facility Management/Public Administration or Management. Three (3) years functional experience in Maintenance environment. Two (2) years supervisory experience. Knowledge: Public Service Regulations (PSR). Public Financial Management Act (PFMA), Facilities Management/Maintenance. Supply Chain Management, Public Service Act (PSA), Labour Relations Acts (LRA), Employment Equity Act (EEA), Basic Conditions of Employment (BCEA), Occupational Health and Safety Act (OHSA). Property/Facility Management. Skills: Financial Management, Analytical, Problem Solving. Project Management, Presentation, Planning and Organising, Communication (verbal and written), Computer literacy, Report writing.

**DUTIES** : Manage and maintain provisioning of Facilities Management Services of UIF properties. Monitor the provision of general maintenance, cleaning and parking services. Monitor and maintain the switchboard and reception services, manage the resources in the Sub-Directorate.

**ENQUIRIES** : Ms MM Ramoshaba Tel No: (012) 337 1412/1405

**POST 09/04** : **ASSISTANT DIRECTOR: CONTRIBUTIONS MANAGEMENT REF NO: HR 4/4/3/2ASDCM/UIF**

**SALARY** : R376 596 per annum (Level 09)  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three years tertiary qualification in Accounting/Cost and Management Accounting/Public Finance Management, Four (4) years' experience of which two years must be functional experience in finance environment. Two (2) years must be at a supervisory level. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Financial Management Act (PFMA), Unemployment Insurance Contributions Act and Regulations (UICA), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE), Treasury Regulations. Supply Chain Management Systems and Processes, Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Skills: Financial Management, Analytical, Problem Solving, Presentation, Planning and Organising, Communication (both verbal and written), Computer Literacy, Report Writing, Minutes writing.

**DUTIES** : Coordinate the allocation of correct contributions to employer records, facilitate the provision of cashier services, Coordinate the investigations and allocation of contributions. Manage the resources of the sections.

**ENQUIRIES** : Ms Z Fololo Tel No: (012) 337 1895