

**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.*

<b><u>CLOSING DATE</u></b>	:	21 September 2020 at 16:00
<b><u>NOTE</u></b>	:	Applications quoting the relevant reference number must be submitted on form Z83, obtainable from any Public Service Department or on the internet at <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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 not older than six (6) months from the date of the advert. 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. 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. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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 an Internship performance agreement. The Department of 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).

**MANAGEMENT ECHELON**

<b><u>POST 21/39</u></b>	:	<b><u>DIRECTOR: POLICY DEVELOPMENT, STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: HR 4/ 4/3/3/DPDSPME/ UIF</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All inclusive)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund Head Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Monitoring and Evaluation/Public Management/Public Administration/Business Management/Business Administration/Development Studies/Economics/Public Policy Development and Management. A Pre- Entry SMS Certificate. A postgraduate qualification with research will be an added advantage. A master's degree in the identified fields will be an added advantage. Five (5) years appropriate (monitoring and evaluation, planning, research and policy formulation) at a middle/senior managerial level. Knowledge: Public Financial Management Act (PFMA), Public Service Act (PSA), Public Service Regulations (PSR), Monitoring and Evaluation platform / Principles, Monitoring and Evaluation Systems. Research Methodology. Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UIA). Skills: Financial Management, Report writing, Risk Management, Project Management, Diversity Management, Computer Literacy. Communication, Problem Solving and Decision Making.

**DUTIES** : Oversee the development of appropriate governance to support fund's strategy development process. Manage the implementation of the monitoring and evaluation framework. Monitor the evaluation and analysis of service delivery. Manage all resources within the Directorate.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr TS Maruping Tel No: (012) 337 1410/1885  
 Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za  
 Sub-directorate: Human Resource Management, UIF

**OTHER POSTS**

**POST 21/40** : **DEPUTY DIRECTOR: CONTACT CENTRE REF NO: HR 5/1/2/3/31**

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (All Inclusive)  
 Compensation Fund, Pretoria  
 Three-year qualification in Business/Public Administration/ Customer Communication/Public Management/Contact Centre Management. 5 years' functional experience of which 2 years at management level in Customer Care Environment. Knowledge: Compensation Fund Policies, Procedures and Processes. Risk Management and Corporate Governance. COIDA. Customer Service (Batho Pele Principles). Relevant Stakeholders Legislative requirements: Public Service Regulations. PFMA. National Treasury Regulations. Promotion of Access to Information Act. Basic Conditions of Employment Act Skills: Technical Proficiency. Analytical. Decision Making. Communication (verbal and written). Customer Focus and Responsiveness. People Management and Performance Management. Team Leadership. External Environmental Awareness. Change Management. Service Delivery Innovation (SDI). Planning and organising. Negotiation Skills. Project Management.

**DUTIES** : Develop and monitor the Contact Centre, strategies, guidelines and plans. Design and apply effective problem solving processes and procedures. Manage relationship between internal and external stakeholders. Management of resources in the sub directorate.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr AJ Modiba Tel No: (012) 406 5608  
 Direct Your Applications To: Email: Jobs-CF@labour.gov.za  
 Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/41** : **DEPUTY DIRECTOR: DEMAND AND ACQUISITIONS REF NO: HR 5/1/2/3/30**

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (All Inclusive)  
 Compensation Fund, Pretoria  
 A Three-year qualification in Supply Chain/Purchases/Logistics/Procurement Management/Commerce .5 years' functional experience in Supply Chain Management of which 2 years is at management level Knowledge: Compensation Fund Policies, Procedures and Processes. Compliance Management. Customer Relationship Management. Risk Management and Fund Governance. Budgeting and Financial Management. COIDA. Customer Service (Batho Pele Principles). Technical Knowledge. Broad Based Black Economic Empowerment Legislative requirements: Public Service Act. Public Finance Management Act. National Treasury Regulations. Broad Based Black Economic Empowerment. Preferential Procurement Policy Framework Skills: Required Technical Proficiency. Business Writing. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Diversity Management. Interpersonal. Conflict management. Planning and Organising. Problem solving and decision making. Team Leadership.

**DUTIES** : Manage the procurement process in the Fund. Manage the demand and acquisition process. Manage the administration of Supply Chain Management contracts. Manage of resources in the Sub- directorate.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Ms R Kgantsi Tel No: (012) 406 5669  
 Direct Your Applications To: Email: Jobs-CF@labour.gov.za  
 Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/42** : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: HR 5/1/2/3/39**

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (All Inclusive)  
: Compensation Fund, Pretoria  
: NQF level 7(as required by SAQA) IN Finance/Accounting. 3 years functional experience in finance environment on Assistant Director Level or entry management level. 2 years supervisory experience. Knowledge: Compensation Fund, Policies and Procedures, Relevant Stakeholders, Batho Pele Principles, Technical Knowledge, Data and records management, Treasury and investment models, tools, processes and techniques. Legislative requirements: COID Act, Regulations and Policies, Public Service Act, PFMA and National Treasury Regulations, Public Service Regulation. Skills: Business Writing, Budgeting and Financial Management, Communication both verbal and written, People and performance management, Managing interpersonal conflict, Planning and organising, Risk Management and Fund Governance, Statistical, Analytical, Financial reporting, Financial management, Treasury management.

**DUTIES** : Manage financial misconduct, losses and claims. Manage entity oversight and financial performance. Manage effective audit coordination, governance and financial regulatory framework within the Fund. Manage all resources in the sub-directorate.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr L Kotta Tel No: (012) 319-9208  
: Direct Your Applications To: Email: Jobs-CF@labour.gov.za  
: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/43** : **ASSISTANT DIRECTOR: SERVICE DELIVERY AND CLIENT SUPPORT REF NO: HR 5/1/2/3/29**  
(Re-Advert)

**SALARY CENTRE REQUIREMENTS** : R470 040 – R443 601 per annum (Level 10)  
: Compensation Fund, Pretoria  
: Three-year qualification: BTech in Communications /Marketing/ Call Centre management/Customer Service//Public Administration/Business Administration. 4 Years functional experience, of which 2 years must be at a supervisory level in Contact Centre/Customer Care Environment Knowledge: Compensation Fund Policies, Procedures, and Processes. Risk and Fund Governance. Budgeting and Financial. Relevant Stakeholder. Customer Service (Batho Pele Principles). Technical Knowledge. COIDA Legislative requirements: Public Service Act. Public Finance Management Act. National Treasury Regulations. Promotion of Access to Information Act Skills: Required Technical Proficiency. Decision Making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance. Conflict management and resolving problems. Networking and Building Bonds. Project or programme management. Team Leadership. External Environmental Awareness. Planning and organising.

**DUTIES** : Facilitate the implementation of the service delivery improvements and customer satisfaction on dependence and product/service patronage. Maintain customer relationships with stakeholders for service delivery improvements. Participate in change management sessions for service delivery improvements programmes. Management of resources in the sub directorate.

**ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr AJ Modiba Tel No: (012) 406 5608  
: Direct Your Applications To: Email: Jobs-CF@labour.gov.za  
: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/44** : **ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: HR 5/1/2/3/28**

**SALARY** : R376 596 – R443 601 per annum (Level 09)

<b><u>CENTRE REQUIREMENTS</u></b>	:	Compensation Fund, Pretoria
	:	Three-year qualification in Risk Management/ Law/Internal Auditing/Business Management. 4 years' functional experience in Compliance, Internal Audit and Risk Management environment of which 2 years is supervisory experience Knowledge: Customer Service principles (Batho Pele Principles). Public Service Act, Public Service Regulations, Knowledge of corporate governance requirements, Knowledge of risk finance and risk control concepts, Knowledge of Public Works Act, National Treasury Regulations, Supply Chain Management prescripts, Crisis management processes: Legislative requirements: Compensation for occupational injuries and diseases Act (COIDA), Occupational Health and Safety Act (OHS), Disaster Management Act. Skills: Budgeting and Financial Management, Communication (Written and Verbal), People and Performance Management, Diversity Management, Planning and organising, Project or programme management, Risk Management, Change Management, External Environmental Awareness.
<b><u>DUTIES</u></b>	:	Provide inputs in the development of compliance management plans, policies and strategies. Implement Funds' compliance management Programme. Conduct awareness campaigns to alert employees of applicable legislations and regulations.
<b><u>ENQUIRIES APPLICATIONS FOR ATTENTION</u></b>	:	Ms K Nkabinde Tel No: (012) 319 9295
	:	Direct Your Applications To: Email: Jobs-CF@labour.gov.za
	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 21/45</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUSINESS CONTINUITY MANAGEMENT REF NO: HR 5/1/2/3/27</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 – R443 601 per annum (Level 09)
	:	Compensation Fund, Pretoria
	:	Three- year qualification in Disaster Management/Risk Management/ Security Management. 6 months to 1 year's certificate in Business Continuity Management is required. 4 years' functional experience in Business Continuity Management/ Disaster Recovery/ Crisis Management of which 2 years is supervisory experience Knowledge: Customer Service principles (Batho Pele Principles). Public Service Act and Regulations. Knowledge of corporate governance requirement. Awareness of risk finance and risk control concepts. Knowledge of Public Works Act. National Treasury Regulations, Supply Chain Management prescripts. Crisis management processes Legislative requirements: Compensation for occupational injuries and diseases Act (COIDA), Occupational Health and Safety Act (OHS), Disaster Management Act Skills: Budgeting and Financial Management. Communication (Written and Verbal), People and Performance Management. Diversity Management, Planning and organising, Project or programme management, Risk Management. Change Management, External Environmental Awareness.
<b><u>DUTIES</u></b>	:	Provide inputs in the development of business continuity management plans, policies and strategies. Co-ordinate the implementation entity-wide business continuity strategies and response arrangements. Conduct awareness campaigns to alert employees of disruptive events
<b><u>ENQUIRIES APPLICATIONS FOR ATTENTION</u></b>	:	Ms K Nkabinde Tel No: (012) 319 9295
	:	Direct Your Applications To: Email: Jobs-CF@labour.gov.za
	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 21/46</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE AUDITS REF NO: HR 5/1/2/3/26</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 – R443 601 per annum (Level 09)
	:	Compensation Fund, Pretoria
	:	A Three-year qualification in Internal Audit / Accounting/ Cost and Management Accounting. Internal Audit Technician – IAT as an added advantage. Professional Internal Auditor Certification- PIA as an added advantage. Certified Internal Auditor – CIA as an added advantage Knowledge: Compensation Fund policies, procedures, processes. Internal audits

standards. Compliance and assurance processes. Internal Professional Practice Framework. Customer Relationship Management. Fund Government and Risk Management. Budgeting and Financial Management. COIDA. Relevant Stakeholders. Batho Pele principles. Legislative requirements: PFMA Act and National Treasury Regulations Skills: Required Technical Proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written. Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal Conflict and Problem Solving. Planning and organising. Team Leadership. External Environmental Awareness.

**DUTIES** : Provide inputs and implement the compliance and assurance audits strategies, plans guidelines and methodology. Conduct compliance and assurance audits assignment in accordance with the audit methodology. Provide progress on compliance and assurance audits activities.

**ENQUIRIES** : Ms B Kalomba Tel No: (012) 319 9291  
**APPLICATIONS** : Direct Your Applications To: Email: Jobs-CF@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/47** : **ASSISTANT DIRECTOR: PRIVATE EMPLOYER REF NO: HR 5/1/2/3/34**  
 (12 Months contract)

**SALARY** : R376 596 – R443 601 per annum (Level 09)  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three-year tertiary qualification in Nursing Diploma / Business Management / Public Management/ Administration Management/ Social Science/ OHS/ Finance. 2 years functional experience in claims processing environment of compensation or medical insurance. 2 years supervisory experience. Knowledge: Public Service Regulation, Compensation Fund business strategies and goals, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), Technical knowledge, Compensation Fund value chain, DPSA Guidelines on COIDA, Public Service Act, Policy of handling enquiries, Marriage Law, Estate Law, UI Act. Legislative requirements: The Constitution of RSA, COIDA, Occupational Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information Act, Road Accident Fund (RAF), Labour Relations Act, Basic Conditions of Employment Act. Skills: Operational Management, Creative and Innovation, Analytical thinking, Financial Management, Change Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving, Negotiation Skills, Decision Making, People Management and Empowerment (Including developing others), Risk Management.

**DUTIES** : Coordinate the payment of Compensation benefits. Facilitate the provision of operational and technical support to provincial offices and processing labour centres. Provide inputs in the development/reviewing of COID policies, strategies, guidelines and plans.

**ENQUIRIES** : Mr TS Khanyilie Tel No: (012) 406-5723  
**APPLICATIONS** : Direct Your Applications To: Email: Jobs-CF@labour.gov.za  
**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/48** : **ASSISTANT DIRECTOR: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/35**

**SALARY** : R 376 596 – R443 601 per annum (Level 09)  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : A Three-year tertiary qualification in Auditing/Financial Management/Compliance Management/Internal Auditing. Valid drivers license. 2 years functional experience on Senior Admin Officer in Employer audit environment. 2 years supervisory experience. Knowledge: Compensation Fund business strategies and goals, Customer service principles (Batho pele principles), Compensation Fund value Understanding of risk management and audit practices, Corporate governance guidelines and strategies, IT

- Proficiency, IT Operating system, COIDA, Generally Recognised Accounting practices (GRAP), Debtors Management. Legislative requirements: Public Finance Management Act (PFMA), Public Service Act (PSA), Public service Regulation (PSR), Occupational Health and Safety (OHS), Basic Conditions of Employment, Labour Relations. Skills: Accounting, Communication (verbal and written), Computer Literacy (MS Office Suite), Interpersonal, Time Management, Report Writing, Planning and Organising, Creativity, Numeracy, Financial Management, People Management.
- DUTIES** : Manage the provision of support to provincial office. Manage and Coordinate employer audits activities within the Fund. Manage and participate in employer compliance policy development and review across the Fund and other stakeholders. Manage all resources in the Sub-directorate.
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr RK Makgamatha Tel No: (012) 319-9367  
: Direct Your Applications To: Email: Jobs-CF@labour.gov.za  
: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/49** : **ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR 4/ 4/3/2/ASDEPM/ UIF**
- SALARY CENTRE REQUIREMENTS** : R376 596.per annum  
: Unemployment Insurance Fund Head Office  
: A three (3) year tertiary qualification in Human Resources Management/ Human Resources Development/ Public Management/ Public Administration. our (4) years experience of which Two (2) must be functional experience in the field of Performance Management and two (2) years experience at supervisory level in the same field. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR), Public Service Act (PSA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Batho Pele Principles, Performance Management Policies and directives, Human Resources Management Policies and Directives, Labour Relations Act (LRA). Skills: Conflict Management, Analytical Skills, Problem Solving, Presentation, Planning and Organizing, Communication, Report Writing, Creativity, Numeracy, Time Management.
- DUTIES** : Coordinate the submission and quality assuring of submitted performance agreements and assessments. Capacitate UIF officials on performance management related matters. Support the performance evaluation processes. Ensure implementation of performance management incentives. Manage resources.
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr LJ Madisha Tel No: (012) 337 1797  
: Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za  
: Sub-directorate: Human Resource Management, UIF
- POST 21/50** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 4/ 4/3/2/ASDRM/ UIF**
- SALARY CENTRE REQUIREMENTS** : R 376 596 per annum  
: Unemployment Insurance Fund Head Office  
: A relevant three (3) year tertiary qualification (SAQA NQF level 7). Two (2) years functional experience in Risk Management. Two (2) years supervisory experience. Knowledge: Public Financial Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Financial Management, Conflict Management. Public Service Regulations (PSR), Public Service Act (PSA) Labour Relations, Protected \ Disclosure Act, Public Sector Risk Management Framework. Skills: People Management. Conflict Management, Analysis, Problem Solving, Presentation, Communication, Computer literacy, Time Management, Interpersonal, Report writing, Planning and Organizing, Analytical.
- DUTIES** : Facilitate the implementation of risk management strategies, systems, policies and annual risk management plan. Coordinate risk management assessment process. Facilitate the risk awareness campaigns in the Fund Manage resources (Human. Financial, Equipment/ Assets) in the section.
- ENQUIRIES** : Ms TM Gqalane Tel No: (012) 337 1770

- APPLICATIONS** : Chief Director: Corporate Services: PO Box 1851, Pretoria, 0001 or Email: Jobs-UIF@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resource Management, UIF
- POST 21/51** : **FRAUD INVESTIGATOR REF NO: HR 5/1/2/3/25 (X2 POSTS)**
- SALARY** : R316 791– R373 167 per annum (Level 08)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A three-year tertiary qualification in Forensic Investigation/ Law/ Accounting/ Auditing. A certified Fraud Examine (CFE) would be an added advantage. A valid driver's license. 2 years of functional experience in conducting forensic Investigations into economic crimes especially on anti- fraud and corruption environment. Knowledge: Compensation Fund regulations, policies and procedures. Customer Service (Batho Pele Principles). Criminal law, Criminal procedures and Law of evidence. Minimum Information Security Standards (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Understanding of Fraud and Corruption Processes. Legislative requirements: COIDA. National intelligence Act. Protection of Information Act. Criminal procedure Act. PFMA and Treasury Regulations. Promotion of Access to information Act. PAJA Skills: Reporting Writing. Client orientation and customer focus. Communication (verbal and written). Conducting an inquiry and investigations. Problems solving and analysis. Planning and organising. Knowledge management. Negotiation. Decision making. Pro-activeness and initiative. Computer literacy. Time management. Teamwork and collaboration. Quality and Excellence orientation.
- DUTIES** : Implement Anti- fraud and Corruption Strategies and other fraud and Corruption policies. Conduct forensic investigations into acts of fraud and Corruption reported within the Fund. Provide support on system analysis. Liaise with appropriate sections within the department and external stakeholders on fraud measures.
- ENQUIRIES** : Ms MV Mokgolobotho Tel No: (012) 319-9397
- APPLICATIONS** : Direct Your Applications To: Email: Jobs-CF@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/52** : **MEDICAL CASE ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/1/201 (X2 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** : Labour Centre: East London
- 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. Registration with the South African Nursing Council Experience in trauma/ emergency, internal medicine general surgery/orthopaedics/theatre at regional public hospital level or private hospital is required. Experience in medical claims processing/ insurance environment will be an added advantage. **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** : 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**  
**APPLICATIONS**

: Mr MC Njamela Tel No: (043) 702 7500  
: 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, East London. EMAIL: Jobs-EC@labour.gov.za