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: 21 September 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. 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: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. 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


SALARY: R1 057 326 per annum (All inclusive)

CENTRE: Unemployment Insurance Fund Head Office

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: Mr TS Maruping Tel No: (012) 337 1410/1885
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

OTHER POSTS

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

SALARY: R733 257 – R863 748 per annum (All Inclusive)
CENTRE: Compensation Fund, Pretoria

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: Mr AJ Modiba Tel No: (012) 406 5608
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 21/41: DEPUTY DIRECTOR: DEMAND AND ACQUISITIONS REF NO: HR 5/1/2/3/30

SALARY: R733 257 – R863 748 per annum (All Inclusive)
CENTRE: Compensation Fund, Pretoria

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: Ms R Kgantsi Tel No: (012) 406 5669
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 21/42: DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: HR 5/1/2/3/39

SALARY: R733 257 – R863 748 per annum (All Inclusive)
CENTRE: Compensation Fund, Pretoria

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: Mr L Kotta Tel No: (012) 319-9208
APPLICATIONS FOR ATTENTION: Direct Your Applications To: Email: Jobs-CF@labour.gov.za
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: R470 040 – R443 601 per annum (Level 10)
CENTRE: Compensation Fund, Pretoria

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: Mr AJ Modiba Tel No: (012) 406 5608
APPLICATIONS FOR ATTENTION: Direct Your Applications To: Email: Jobs-CF@labour.gov.za
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)
CENTRE: Compensation Fund, Pretoria

REQUIREMENTS:
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.


DUTIES:
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.

ENQUIRIES:
Ms K Nkabinde Tel No: (012) 319 9295

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 21/45: ASSISTANT DIRECTOR: BUSINESS CONTINUITY MANAGEMENT REF NO: HR 5/1/2/3/27

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

CENTRE: Compensation Fund, Pretoria

REQUIREMENTS:

DUTIES:
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

ENQUIRIES:
Ms K Nkabinde Tel No: (012) 319 9295

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 21/46: ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE AUDITS REF NO: HR 5/1/2/3/26

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

CENTRE: Compensation Fund, Pretoria

REQUIREMENTS:

**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 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**


**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 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), Debtor 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: Mr RK Makgamatha Tel No: (012) 319-9367

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 21/49: ASSISTANT DIRECTOR: EMPLOYEE PERFORMANCE MANAGEMENT

REF NO: HR 4/ 4/3/2/ASDEPM/ UIF

SALARY: R376 596 per annum

CENTRE: Unemployment Insurance Fund Head Office

REQUIREMENTS: 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.


ENQUIRIES: Mr LJ Madisha Tel No: (012) 337 1797

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 21/50: ASSISTANT DIRECTOR: RISK MANAGEMENT

REF NO: HR 4/ 4/3/2/ASDRM/ UIF

SALARY: R 376 596 per annum

CENTRE: Unemployment Insurance Fund Head Office


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
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 Mokgoloboth 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       : Mr MC Njamela Tel No: (043) 702 7500
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.
FOR ATTENTION  : Sub-directorate: Human Resources Management, East London. EMAIL: Jobs-
                 EC@labour.gov.za