

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** : 20 September 2021
- NOTE** : NB: All attachments for on line application must including Z83 be in PDF and in one (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV with at least 3 contactable referees as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. 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 is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

- POST 31/07** : **CHIEF FINANCIAL OFFICER REF NO: HR 5/1/2/3/95**
- SALARY CENTRE** : R1 251 183 per annum, (All inclusive)
: Compensation Fund, Pretoria

- REQUIREMENTS** : A Four-year qualification or NQF level 7 (recognized by SAQA) in Financial Management or Accounting Qualification. 5 years' experience in a Senior Management position. Demonstrated experience and performance in the field of financial management. A pre-entry certificate obtained from National School of Government (NSG) Knowledge: Finance. Technical standards/procedures. HR Matters. Training. Managerial functions. Financial Regulations. Public Service Regulations. Public Service Act. Legislative requirements: Public Financial Management Act. Public Service Regulations. Treasury Regulations. Supply Chain Management Prescripts. Skills: Research and Development. Computer Literacy. Policy Formulation. Communication. Knowledge Management. Advanced Financial Management. Planning and organising.
- DUTIES** : Provide strategic leadership, support and advice to the Compensation Fund regarding financial management functions according to the PFMA and other regulations. Implement strategic financial controls, budget and internal systems as prescribed by the PFMA, Treasury Regulations and relevant Prescripts. Manage finances, assets and supply chain management functions and revenue generation of the Fund. Represents the Fund at relevant structures to enhance the value of the CF Operations. Oversee the management and collection of revenue and accounts receivable functions of the Fund. Responsible for the resources and performance management of staff in the Chief Directorate.
- ENQUIRIES** : Mr V Mafata Tel No: (012) 319 9495
APPLICATIONS : Direct your applications to: Jobs-CF9@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 31/08** : **DIRECTOR: FINANCIAL REPORTING REF NO: HR 5/1/2/3/96**
- SALARY** : R1 057 326 per annum, (All inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : A Four-year qualification or NQF level 7 (recognized by SAQA) in Accounting or Finance. 5 years' management experience in the area of financial management on managerial level. A pre-entry certificate obtained from National School of Government (NSG) is required. Knowledge Public Service, DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Public Service, DoL and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. Fund IT Operating Systems. DPSA guidelines on COIDA. Technical Knowledge. Legislative requirements: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund. Unemployment Insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication.
- DUTIES** : Manage the implementation and compliance of legislative prescripts, policies and procedures within Financial Reporting Directorate. Manage the operations of the financial system and its sub modules to ensure complete and accurate financial reporting. Manage a process of compliance with statutory requirements, audit and the policies and procedures management processes. Manage the overall resources of the Directorate.
- ENQUIRIES** : Mr V Mafata Tel No: (012) 319 9495
APPLICATIONS : Direct your applications to: Jobs-CF9@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 31/09** : **DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/97**
- SALARY** : R1 057 326 per annum, (All inclusive)
CENTRE : Compensation Fund, Pretoria

- REQUIREMENTS** : A Degree in Medical Orthotics and Prosthetics. Post Graduate Diploma in Occupational Health will be an added advantage. 5 years' experience on Management level/Deputy Director Level in orthotics and prosthetics environment. Registration with HPCSA. A pre-entry certificate obtained from National School of Government (NSG) is required. Knowledge: Relevant stakeholders. Compensation Fund services. Customer service (Batho Pele Principles). Fund Values. Required IT Knowledge. Fund IT Operating systems. DPSA guidelines on COIDA. Technical Knowledge. COIDA. General Knowledge of Public Service Regulations. Legislative Requirements: Public Service Act. Basic Condition of Employment Act. Employment Equity Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT skills. Fund IT Operating systems. Programme and Project Management. Financial Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Medical Skills. Environmental Awareness.
- DUTIES** : Develop and design prosthetic and orthotic policy, strategy and processes for the benefit of COIDA patients. Develop and design prosthetic and orthotics regulations for the benefit of COIDA patients. Manage, establish and maintain relationships and protocols with orthotics and prosthetics institutions across the country. Manage, implement and monitor prosthetics devices. Authorise assistive device requests. Manage the operations of the Directorate and resources (Human, Finance and Equipment).
- ENQUIRIES** : Ms F Fakir Tel No: (066) 4832700
APPLICATIONS : Direct your applications to: Jobs-CF2@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

OTHER POSTS

- POST 31/10** : **DEPUTY DIRECTOR: MEDICAL PAYMENTS (X4 POSTS)**
- SALARY** : R733 257 per annum, (All inclusive)
CENTRE : Compensation Fund: Pretoria, responsible for Western Cape, Eastern Cape & Northern Cape Provincial Offices Ref No: HR5/1/2/3/98 (X2 Posts)
 Compensation Fund: Pretoria responsible for Gauteng, Limpopo & North West Provincial Offices Ref No: HR5/1/2/3/99) (X2 Posts)
- REQUIREMENTS** : Three-year qualification in Accounting/ Finance/ Informatics/ Auditing/ Internal Auditing/Business management (or Administration) / Operations Management. 5 years' functional experience in financial services/ Medical payments /Claims processing environment of which 2 years is at the Assistant Director or entry management level. Knowledge: Compensation Fund business strategies and goals. COIDA. Technical knowledge. Operations systems. Fund Governance and Risk Management. Budgeting and Financial Management. Biology and medical anatomy. Customer Service (Batho Pele Principles). Relevant Stakeholders. Legislative requirements: COIDA. Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Planning and Organising. Communication (verbal and written). People and performance management. Business Writing. Problem solving and analysis. Decision making. Analytical. Conflict Management. Team leadership. Data Analytics. Project Management. Financial Management. Knowledge Management.
- DUTIES** : Manage the processing of finalising medical invoices and litigations. Develop and review policies, strategies, guidelines and operational plans. Manage and monitor medical payments to prevent wasteful expenditure. Monitor and provide technical support to Provinces and medical service providers. Manage all the resources in the sub-directorate.
- ENQUIRIES** : Ms JD Nkabinde Tel No: (012) 406 4666
APPLICATIONS : Direct your applications to: Jobs-CF2@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 31/11** : **ASSISTANT DIRECTOR: MEDICAL PAYMENTS (X6 POSTS)**
- SALARY** : R376 596 per annum

CENTRE : Compensation Fund: Pretoria, responsible for Western Cape, Eastern Cape & Northern Cape Ref No: HR5/1/2/3/100 (X2 Posts)
Compensation Fund: Pretoria, responsible for Mpumalanga, Free State & KwaZulu-Natal Ref No: HR5/1/2/3/01(X2 Posts)
Compensation Fund: Pretoria, responsible for Gauteng, Limpopo & North West Ref No: HR5/1/2/3/02 (X2 Posts)

REQUIREMENTS : Three-year tertiary qualification in Accounting/ Finance/ Internal Audit/Informatics/ Business Management /Operations Management/ Public Administration/ Clinical qualification. 4 years' functional experience in financial services/medical aid / claims processing environment of which 2 years' is supervisory experience. Knowledge: Compensation Fund business strategies and goals. Public Service regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation. Legislative requirements: COIDA. FMA and National Treasury Regulations. Skills: Data Analytics. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Management. Problem Solving and Analysis. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer Focus. Communication. Risk Management and Corporate Governance.

DUTIES : Coordinate the finalisation of medical invoices for Head Office and Provinces. Provide input in the development of policies and operational plans for provinces. Monitor medical payments to prevent wasteful expenditure for Head Office and Provinces. Provide technical support to Provincial offices and medical service providers. Management of all resources in the sub directorate.

ENQUIRIES : Ms JD Nkabinde Tel No: (012) 406 4666

APPLICATIONS : Direct your applications to: Jobs-CF2@labour.gov.za

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

POST 31/12 : **ASSISTANT DIRECTOR: EMPLOYERS COMPLIANCE REF NO: HR 5/1/2/3/03**

SALARY : R376 596 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year qualification in Auditing/Financial Management/Compliance Management/Internal Auditing. 2 years' functional experience on Senior Admin Officer in Employer audit environment. 2 years' supervisory experience. Valid driver's license. Knowledge: Compensation Fund business strategies and goals. Customer Service principles (Batho Pele Principles). Compensation Fund values. Understanding of risk management and audit practices. Corporate governance guidelines and strategies. IT Proficiency. IT operating systems. COIDA. Generally Recognised Accounting Practices (GRAP). Debtors Management. Legislative requirements: Public Finance Management Act (PFMA). Public Service Act (PSA). Public Service Regulations. (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 Organizing. 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 K Makgamatha Tel No: 066 120 9661

APPLICATIONS : Direct your applications to: Jobs-CF4@labour.gov.za

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

POST 31/13 : **ASSISTANT DIRECTOR: EMPLOYERS REGISTRATION REF NO: HR 5/1/2/3/04**

SALARY : R376 596 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Financial Management/ Business Management / Public Management/Data Analysts. 4 years' experience in employer registration environment or similar environment of which 2 years is at supervisory level. Knowledge: Compensation Fund business strategies and goals. Customer Service principles (Batho Pele Principles). Compensation Fund values. Understanding of risk management and audit practices. Corporate governance guidelines and strategies. Knowledge of Financial Accounting. Knowledge of Internal Controls and auditing principles. Knowledge of revenue and income function. Legislative requirements: Consultation. COIDA. Public Service Regulations (PSR). National Treasury Regulations and PFMA. Unemployment Insurance Act and Unemployment Insurance Contribution Act. Labour Relations Act. Protection of Personal Information Act. Tax Administration Act. Public Audit Act. Occupational Health and Safety. Skills: Strong Analytic skill. Client orientation and customer focus. Communication (verbal and communication). Tariffs administration. Financial compliance and reporting. People and performance management. Problem solving and analysis. Planning and organising. Knowledge management. Decision making. Diversity management. Research Skills.

DUTIES : Conduct and Provide support to employer registration processes. Facilitate the allocation of tariffs within the Fund. Coordinate indexing of all employer registration forms and documents. Provide support in the maintenance of the operational system and improvement of service delivery. Management of resources in the sub-directorate.

ENQUIRIES : Mr J Madiaga Tel No: 0123199412

APPLICATIONS : Direct your applications to: Jobs-CF4@labour.gov.za

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

POST 31/14 : **ASSISTANT DIRECTOR: GENDER DISABILITY AND YOUTH REF NO: HR 5/1/2/3/05**

SALARY : R376 596 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Degree in Social-work, 3 years tertiary qualification in Psychology/Sociology, (BA: Gender Studies), 3 year Degree/Diploma (BA Youth development Studies), BTech (Child & Youth studies), 3 year Degree/Diploma in Woman & Gender studies, Social Science Degree, Human Resources Management or Developmental Studies (BA development studies). 2 years' functional experience in the field. 2 years' supervisory experience in the same environment. Knowledge: Gender Equity and Women Empowerment Programmes Promotion of rights of people with disabilities. Legislative requirements: Public Service Act and Regulations. Basic Condition of Employment Act. Public Finance Management Act. National Youth Development Policy Framework. National Youth Policy. National Youth Development Agency Act. United Nations Convention on the Rights of persons with Disabilities. Commission on Gender Equality Act. Employment Equity Act with its applicable Codes and Good of Practice. Skills. Interpersonal. Confidentiality and Code of Ethics. Negotiation. Decision making. Organisational. Computer Literacy. Problem solving.

DUTIES : Coordinate, implement and promote Gender, Disability and Youth programmes that take place in accordance with accepted quality standards. Provide inputs into the development and implementation of policies, strategies and guidelines to promote mainstreaming and empowerment of women, people with disabilities and youth. Monitor and evaluate the implementation of Gender, Disability and Youth issues. Liaise with and improve integration of internal and external stakeholders performing various activities, events, programmes and initiated projects focusing on GDY. Supervision of staff.

ENQUIRIES : Mr I Makala Tel No: (012) 406-5697

APPLICATIONS : Direct your applications to: Jobs-CF1@labour.gov.za

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

POST 31/15 : **ASSISTANT DIRECTOR: COMPLIANCE MANAGEMENT REF NO: HR 5/1/2/3/06**

SALARY : R376 596 per annum

CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary 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 and 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
 Organizing. Project or Programme Management. Risk Management. Change
 Management. External Environmental Assessment.

DUTIES : Provide inputs into the development of compliance management plans,
 policies and strategies. Implement the fund's 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: Jobs-CF4@labour.gov.za
NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to
 apply.

POST 31/16 : **SENIOR STATE ACCOUNTANT: SARS AND SUNDRY REF NO:**
HR4/4/3/1/SSASS/UIF

SALARY : R316 791 per annum (Level 08)
CENTRE : Unemployment Insurance Fund: Head Office
REQUIREMENTS : A Three (3) year tertiary qualification in Accounting / Cost and Management
 Accounting. Two (2) years functional experience in SARS and Sundry
 environment. Knowledge: Public Financial Management Act (PFMA), Basic
 Conditions of Employment Act (BCEA), Public Service Regulations (PSR),
 Public Service Act (PSA), Treasury Regulations, Labour Relations (LRA),
 Generally Recognised Accounting Principles (GRAP), Generally Accepted
 Accounting Principles (GAAP), Financial Management, Conflict Management.
 Skills: Accounting, Communication, Computer Literacy, Time Management,
 Report writing, Planning and Organising, Analytical.

DUTIES : Verify the effective maintenance of SARS debtors records. Verify follow ups of
 outstanding sundry payments. Review monthly reconciliation of SARS and
 Sundry accounts against the sub module. Supervise resources (Human,
 Financial, Equipment / Assets) in the section, Negotiate payment terms and
 methods with debtors.

ENQUIRIES : Ms MW Walton Tel No: (012) 337 1631
APPLICATIONS : e-mail: Jobs-UIF8@labour.gov.za
FOR ATTENTION : Chief Director: Corporate Services

POST 31/17 : **SENIOR PRACTITIONER: CALL CENTRE REF NO: HR4/4/3/1/SPCC/UIF**

SALARY : R316 791 per annum (Level 08)
CENTRE : Unemployment Insurance Fund: Head Office
REQUIREMENTS : Three (3) year tertiary qualification in Contact Centre Management /Public
 Management /Administration /Business Management /Financial Management.
 Two (2) years functional experience in Call Centre /Operations Management
 environment. Knowledge: Public Financial Management Act (PFMA), Public
 Service Regulations (PSR), Labour Relation Act, Employment Equity Act,
 Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act,
 Unemployment Insurance Contribution Act. Skills: Communication, People
 Management, Listening, Computer Literacy, Time Management, Analytical,
 Numeracy, Interpersonal, Report Writing, Planning and Organizing, Diversity
 Management.

DUTIES : Supervise the handling of inbound and outbound calls. Supervise the provision
 of helpdesk services. Supervise resources in the Sub-Directorate.

ENQUIRIES : Ms ZW Chauke Tel No: (012) 337 1886
APPLICATIONS : e-mail: Jobs-UIF6@labour.gov.za
FOR ATTENTION : Chief Director: Corporate Services

POST 31/18 : **SENIOR PRACTITIONER: ELECTRONIC OPERATIONS REF NO: HR4/4/3/1/SPEO/UIF**

SALARY : R316 791 per annum (Level 08)
CENTRE : Unemployment Insurance Fund: Head Office
REQUIREMENTS : Three (3) year's relevant tertiary qualification in Public Management / Business Management / Public Administration / Business Administration. Two (2) years functional experience in a claims management environment Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA) Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Electronic Operation System. Public Service Regulations (PSR). Public Service Act (PSA). Skills: Communication. Listening. Computer Literacy. Time Management. Analytical. Interpersonal. Numeracy. Report Writing. Planning and Organizing. Diversity Management.
DUTIES : Assess, validate and adjudicate claim discrepancies lists electronically. Capture and amend payment of claim. Maintain employer database. Correct registration of employers and employees declared electronically.
ENQUIRIES : Mr TK Dube Tel No: (012) 337 1450
APPLICATIONS : e-mail: Jobs-UIF4@labour.gov.za
FOR ATTENTION : Chief Director: Corporate Services

POST 31/19 : **TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY : R316 791 per annum
CENTRE : Komani Labour Centre Ref No: HR4/4/10/150 (X1 Post)
Butterworth Labour Centre Ref No: HR4/4/10/150 (X1 Post)
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA) ,Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness ,Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections ,Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report ,Manage the finalisation of files of cases received and investigations conducted by the Inspectors ,Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases ,Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
ENQUIRIES : Mr K Mbande Tel No: 045 807 5404
Mr T Madikazi Tel 047 401 9414

APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box X 323, Queenstown, 5320
For Attention: Deputy Director: Labour Centre Operations Email: Jobs-EC@labour.gov.za
Deputy Director: Labour Centre Operations: Corner Merriman and Mthatha Street, Private Bag X 3081 Butterworth, 4960. For Attention: Deputy Director: Labour Centre Operations Email: Jobs-EC@labour.gov.za

POST 31/20 : **STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: HR4/4/3/1/SADM/UIF**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
: Unemployment Insurance Fund: Head Office
: A Three-year relevant qualification in Financial Management, Cost and Management Accounting and Accounting as a major passed subject. One (1) to two (2) years working experience in Finance environment. Knowledge: Public Financial Management Act (PFMA), Financial Management, Public Service Regulations, Public Financial Management Act (PFMA), Financial Management, Public Service Regulations (PSR), Public Service Act (PSA) (PSR), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP). Skills: Accounting, Communication, Computer Literacy, Time Management, Interpersonal, Report writing, Planning and Organizing, Analytical.

DUTIES : Follow up outstanding contributions. Effective maintenance of Non-SARS debtor's records. Prepare monthly reconciliation of debtors accounts against the sub-module (transfer, refunds, voids and collections).

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms N Sonti Tel No: (012) 337 1533
: e-mail: Jobs-UIF9@labour.gov.za
: Chief Director: Corporate Services

POST 31/21 : **OFFICE ADMINISTRATOR: HRM AND DEVELOPMENT REF NO: HR4/4/3/1/OAHRMD/UIF**

SALARY CENTRE REQUIREMENTS : R257 508 per annum (Level 07)
: Unemployment Insurance Fund: Head Office
: A Three (3) year tertiary qualification in Office Administration / Secretarial/ Office Management / Administration / Management Assistant. One (1) to two (2) functional experience in Office Administration environment. Knowledge: Departmental policies and procedures, Public Service Regulations (PSR), Public Service Act (PSA), Batho Pele Principles, Administration procedures. Skills: Listening skills, Computer Literacy, Interpersonal, Planning and Organizing, Communication (verbal and written), Report writing.

DUTIES : provide secretarial services / receptionist to the unit. Assist in monitoring and maintenance of budget including Supply chain for the Unit. Facilitate and coordinate all logistical requirements of the Unit. Provide Management Information and records management services in the Unit. Tract and monitor projects tasks within the Unit.

ENQUIRIES APPLICATIONS FOR ATTENTION : Ms MP Roux. Tel No: (012) 337 1529
: e-mail: Jobs-UIF10@labour.gov.za
: Chief Director: Corporate Services

POST 31/22 : **COID EMPLOYER AUDITOR REF NO: HR 4/4/8/92 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
: Kimberley Labour Centre
: Three (3) year tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ Accounting/ LLB/ BCOM LAW/ BCOM in Commerce. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and Regulations, UIA & UICA, Public Service Act, Public Service Regulation, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and Organizing, Communication written and verbal, Computer literacy, Interpersonal, Innovative and creative.

DUTIES : Conduct payroll audit to determine employer's compliance in relation to COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for

prosecution of non-compliant employers within the prescribed time frames.
 Prepare statistics on a weekly basis to report performance

ENQUIRIES : Mr IS Vass Tel No: (053) 8381652 (Kimberley)
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley Email: Jobs-NC@Labour.gov.za (Kimberley Labour Centre)

POST 31/23 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X3 POSTS)**

SALARY : R208 584 per annum
CENTRE : Randburg Labour Centre- Ref No: HR 4/4/4/08/01 (X2 Posts)
 Alberton Labour Centre- Ref No: HR 4/4/4/08/03 (X1 Post)

REQUIREMENTS : Matriculation/ Grade 12 with Zero (0) experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES : Ms MN Tyeelbooi Tel No: 011 781 8144
 Mr LSM Nkutha Tel No: 011 861 6130

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za

POST 31/24 : **UI CLAIMS OFFICER REF NO: HR 4/4/4/08/04**

SALARY : R208 584 per annum
CENTRE : Gauteng Provincial Office but stationed at Kempton Park Labour Centre

REQUIREMENTS : Grade 12/ Senior Certificate. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.

ENQUIRIES : Ms J Ralane Tel No: 011 975 9301
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za

POST 31/25 : **RECORDS ADMINISTRATOR (X2 POSTS)**

SALARY : R208 584 per annum
CENTRE : Randburg Labour Centre-Ref No: HR 4/4/4/08/05 (X1 Post)
 Provincial Office: Gauteng- Ref No: HR 4/4/4/08/06 (X1 Post)

REQUIREMENTS : Grade 12/ Senior Certificate or equivalent with Zero (0) experience. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organizing.

DUTIES : Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

ENQUIRIES : Ms MN Tyeelboi Tel No: 011 781 8144
Ms SA Shangase Tel No: 012 309 5050

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za

POST 31/26 : **CLAIMS CREDIT OFFICER: UI REF NO: HR 4/4/4/08/07**

SALARY : R208 584 per annum
CENTRE : Pretoria Labour Centre
REQUIREMENTS : Grade 12/ Senior Certificate. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (verbal & written), computer literacy, Time Management, Planning and organizing, Analytical, Numeracy Interpersonal.

DUTIES : Collect outstanding Overpayments balance. Keep all overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.

ENQUIRIES : Ms SA Shangase Tel No: (012) 309 5050
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za

POST 31/27 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/77**

SALARY : R208 584 per annum
CENTRE : Portshepstone - KZN
REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Ms L Nongena Tel No: (039) 6822406
APPLICATIONS : Deputy Director: Port Shepstone Labour Centre, PO Box 379, Port Shepstone, 4240 or hand deliver at 17 Bisset Street, Port Shepstone

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal Email: Jobs-KZN@labour.gov.za

POST 31/28 : **REGISTRY CLERK REF NO: HR 4/4/4/08/08**

SALARY : R173 703 per annum, (All inclusive)
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Grade12/ Matriculation/ Senior Certificate with zero (0) experience. Knowledge: National Archives guidelines and Record Management prescripts, Departmental Policies and Procedures, Batho Pele Principles, Departmental Registry procedures, Public Finance Management. Skills: Communication Skills, Interpersonal relations, Problem solving, Organizing skills, Computer Literacy.

DUTIES : Maintain the filing system within a Provincial Office according to the Archives & Records Management prescripts (Daily). Handle all the correspondences for the Provincial Office and maintain records thereof (Daily). Operate the franking

machine and ensure availability of funds (Daily). Render general administrative duties in the section including Procurement of stationery and equipment for the section (Daily). Clear suspense accounts and unallocated accounts before month closure (monthly).

- ENQUIRIES APPLICATIONS** : Mr MT Mokoena Tel No: (011) 853 0500
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein Email: Jobs-GP@labour.gov.za
- POST 31/29** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR 4/4/8/478**
- SALARY** : Remuneration: Members will be remunerated according to rates approved by the National Treasury
- CENTRE** : Provincial Office: Free State
- REQUIREMENTS** : A post graduate qualification in Accounting/ Risk Management or Auditing such as CRMA/ CIA/CA (SA) or a relevant three-year tertiary or equivalent qualification in Accounting, Risk Management and Auditing. A professional qualification and affiliation to a professional recognised body for appointment as a Chairperson of the Risk Management Committee of the Department of Employment and Labour: Free State Province. Candidates should have executive management experience in Governance, Risk Management and Internal Controls environment for more than ten years with exposure in serving in oversight Committees. A person who has Government interest in delivering a better service to its citizens. Knowledge: Applicants must have exposure in labour, insurance, legal, auditing, finance and extensive experience in Risk Management, Governance, Internal and External Auditing, Applications should be independent and knowledgeable person who keeps abreast with the developments of Risk Management, Internal and External Audit profession and developmental aspects, Departments Values, technical Knowledge, DPSA guidelines on National Departments. Skills: Analytical thinking ability and good communication, Courage to challenge answers and ask relevant questions, willing to dedicate time and energy to serve the interest of the public, inquisitiveness and independent judgement, knowledge of the public sector fund's risk and control, Ability to offer new perspective.
- DUTIES** : Fulfil oversight responsibilities with regard to Governance, risk management, internal control, legal and regulatory compliance, external and internal audit, fraud and irregularities, Assist the Accounting Officer/Authority in the effective execution of his/her responsibilities, Help build trust and confidence in how the Department is management, Regulate and discharge all the responsibilities as contained in the Risk Management Committee Charter.
- ENQUIRIES APPLICATIONS** : Ms. E Maneli Tel No: (051) 505 6203
: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State Email: Jobs-FS3@labour.gov.za