

## DEPARTMENT OF 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** : 28 November 2016 at 16:00
- NOTE** : Applications 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 records including a Senior Certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) 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. 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). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which 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. Successful candidates will be appointed on a probation period of 12 months. The Department reserves the right not to make any appointment(s) to the above post. Successful candidates will be expected to sign a performance agreement.
- Erratum: Kindly note that the advertised post of Assistant Director: Accounts payable Claims for Unemployment Insurance Fund, Ref No: Ref No: HR 4/4/3/2ASDAPC/UIF and Senior State Accountant- Accountants Payable Claims Ref No: HR 4/4/3/1SSAACP/UIF, Stationed at Pretoria: placed on PSVC No: 40 of 2016 with a closing date of 24 October 2016 have been withdrawn.

## OTHR POSTS

- POST 45/14** : **DEPUTY DIRECTOR: BENEFICIARY SERVICES 3 POSTS**
- SALARY** : R612 822 per annum
- CENTRE** : Provincial Office: Free State-Ref No: HR 4/4/8/27(1 post)  
Provincial Office: Gauteng, Stationed Labour Centre: Germiston-Ref No: HR4/4/16/1(1 post)  
Provincial Office: Mpumalanga-Ref No: HR 4/4/7/20 (1 post)
- REQUIREMENTS** : Three year tertiary qualification in Public Administration. Two years management experience. Three years functional experience. Knowledge: Public Financial Management Act (PFMA), UIF and Contribution Act, Human Resource Management, Development and sound labour Relations, Constitution, Project Management, Diversity Management, Risk Management. Skills: Leadership, Management, Report writing (Advance), Computer Literacy, Team Building, Negotiation, Project management, Analytical, Communication, Innovative/Creative.
- DUTIES** : Monitor the registration of employers and employees declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the Unit. Manage the provision of comprehensive financial administration services.
- ENQUIRIES** : Ms NP Douw-Jack, Tel no: (051) 5056 350  
Mr BJ Dingaen, Tel no: (011) 853 0300  
Ms D Chiloane, Tel no: (013) 655 8701
- APPLICATIONS** : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, For Attention: Sub-directorate: Human Resources Management, Bloemfontein

Chief Director: Provincial Operations, P O Box 4560, Johannesburg, 2001. For Attention: Sub-directorate: Human Resources Management, Provincial Office Gauteng.

Chief Director Provincial Operations, Private Bag X7263, Emalahleni, 1053, or hands deliver at labour building, Cnr Hofmeyer Street and Beatty Avenue, Witbank. For Attention: Sub-directorate: Human Resources Management, Emalahleni

**POST 45/15** : **ASSISTANT DIRECTOR: ELECTRONIC-OPERATIONS REF NO: HR 4/4/3/2ASDAEOPS/UIF**

**SALARY** : R311 784 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification in Public Administration/ Administration. Two (2) years supervisory experience. Two (2) years functional experience. Knowledge: Unemployment Insurance Act and Regulation (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Electronic Operation System, Employment Equity Act (EEA), Public Service Regulations (PSA), Public Service Act (PSA). Skills: Communications, People Management, Listening Computer literacy, Time Management, Analytical, Interpersonal, Numeracy, Report Writing, Planning and Organizing, Diversity Management

**DUTIES** : Monitor the provision of electronic employer audit functions. Monitor the assessment, validation and adjudication of claim discrepancies lists electronically. Review and authorizes the payment of claim to beneficiaries Manage the maintenance of employer database. Monitor the registration of employers and employees declaration electronically. Manage resources (Human, Finance, Equipment, Assets) in the section.

**ENQUIRIES** : Ms DI Makgato Tel no: 012 337 1450  
**APPLICATIONS** : Chief Director: Corporate Services, P O 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

**POST 45/16** : **ASSISTANT DIRECTOR: CALL CENTRE REF NO: HR 4/4/3/2ASDCC /UIF**

**SALARY** : R311 784 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three year tertiary qualification in Contact Centre Management or relevant qualification. Two years supervisory experience. Two years functional experience in Call Centre environment. Knowledge: Public Finance management, Public Service Regulations, Public Service Act, Labour Relations, Basic Conditions of Employment Act, Unemployment Insurance Acts, Unemployment Insurance Contributions Act. Skills: Negotiation, People Management, Problem Solving skills, Presentation skills, Planning and Organization skills, Policy Analysis skills, Communication skills, Computer skills, Customer service skills Listening skills, Attention to details.

**DUTIES** : Monitor the handling of incoming calls and enquiries. Monitor the handling of walk-in enquiries. Implement the call centre policies and procedures. Manage resources (Human, Finance, Equipment/Assets) in the section.

**ENQUIRIES** : Mr NJ Mthembu Tel no: (012) 337 1189  
**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

**POST 45/17** : **SENIOR PERSONNEL PRACTITIONER REF NO: HR4/16/11/07HO**

**SALARY** : R262 272 per annum  
**CENTRE** : Directorate: Employment Relations, Head Office  
**REQUIREMENTS** : Three year relevant tertiary qualification in Social Work / Psychology. Two years functional experience in Employee Health and Wellness. Registration with the HPCSA / SACSSP. A valid driver's licence. Knowledge: Relevant HIV and AIDS related legislations, Departmental Policies and procedures, Human Resource Management Policies, Batho Pele Principles, Human Resource Systems and Procedures, Code of Ethics, EHWP Policies, Employment Equity Act, Employee Health and Wellness Framework. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Facilitation, Interpersonal, Report writing, Innovative, Counselling, Confidentiality.

**DUTIES** : Assist the implementation of Wellness Programmes and services in the Department of Labour. Coordinate HIV and AIDS and TB services in the Department of Labour. Coordinate Health and Productivity programmes. Assist in the implementation of Health and safety working environment programmes/projects in the Department. Implement the Employee Health and Wellness strategic framework.

**ENQUIRIES APPLICATIONS** : Mr R Mkansi, Tel no: (012) 309 4795

**FOR ATTENTION** : Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**POST 45/18** : **INSPECTOR: TEAM LEADER REF NO: HR4/4/8/53**

**SALARY CENTRE REQUIREMENTS** : R262 272 per annum  
 : Labour Centre: Welkom-Ref No: HR4/4/8/19 (1 post)  
 : Three year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: 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, Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing (Own and others), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written communication.

**DUTIES** : Plan and independently conduct substantive occupational 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 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. 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. Supervise the resources in the Sub- Section.

**ENQUIRIES APPLICATIONS** : Ms MM Sauer, Tel no: (057) 3910 200

**FOR ATTENTION** : Chief Director: Provincial Operations, P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.

**POST 45/19** : **SENIOR CLAIMS ASSESSOR REF NO: HR4/4/8/51**

**SALARY CENTRE REQUIREMENTS** : R262 272 per annum  
 : Labour Centre: Welkom  
 : Grade 12 (NQF4) / A three years tertiary qualification degree/ diploma in Public Management, Administration, Social Science, OHS, Finance and HRM is required. Three to Five years experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: DoL AND Compensation Fund objectives and business functions, Management functions and management skills, Human anatomy/ Biology and medical terminology, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, COIDA tariffs, Technical knowledge. Skills: Business Writing, Required IT, Required Technical Proficiency Fund IT Operating Systems, Data Capturing, Data and records management, Telephone and Etiquette, Numeracy.

**DUTIES** : Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim Quality Assurance for Medical /accounts payments. Serve as a Team Leader / Supervisor.

**ENQUIRIES** : Ms A Marais, Tel no: (051) 5056 386

**APPLICATIONS** : Chief Director: Provincial Operations, PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.

**FOR ATTENTION** : Human Resources Management, Bloemfontein.

**POST 45/20** : **ADMINISTRATION OFFICER: FRAUD AND ANTI CORRUPTION REF NO: HR4/4/4/10/14**

**SALARY** : R262 272 per annum  
**CENTRE** : Provincial Office: Gauteng  
**REQUIREMENTS** : Three years relevant tertiary qualification in Risk Management/ Internal Audit/Risk and Security Management/ Forensic Investigation. Two years functional experience in anti-fraud and corruption environment. A valid Code EB driver's licence. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act, Unemployment Insurance and Unemployment Insurance and Unemployment Contribution Act, Basic knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and organizing, Computer literacy, Presentation, Analytical, Communication, Time Management, Investigation, Conflict Management.

**DUTIES** : Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

**ENQUIRIES** : Ms RE Tema, Tel no: (011) 853 0300  
**APPLICATIONS** : Chief Director: Provincial Operations, P O Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein,  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng

**POST 45/21** : **SENIOR OHS OFFICER REF NO: HR4/4/8/52**

**SALARY** : R262 272 per annum  
**CENTRE** : Provincial Office: Free State  
**REQUIREMENTS** : Three year relevant tertiary qualification in Social Sciences/Statistics/Economics/Public/Business Administration is required. Two (2) years functional experience statistics/administration/Labour Market services. Knowledge: Departmental policies and procedures, Basic knowledge of Labour legislation, e.g. OHS Act, Batho Pele Principles, Research. Skills: Interpersonal, Interviewing, Research and statistics, Computer literacy.

**DUTIES** : Consolidate Provincial Labour Market Information collected from relevant stakeholders. Participate in conducting research projects/surveys. Compile and consolidate gathered information for policy and planning. Coordinate, arrange and facilitate Provincial stake-holder meetings. Provide administrative support to the Business Unit.

**ENQUIRIES** : Mr KA Motalosa, Tel no: 051 5056326  
**APPLICATIONS** : Chief Director: Provincial Operations, PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.  
**FOR ATTENTION** : Human Resources Management, Bloemfontein.

**POST 45/22** : **STATE ACCOUNTANT: DEBT MANAGEMENT 2 POSTS REF NO: HR5/1/2/3/108**

**SALARY** : R211 194 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : National Diploma in Finance / Financial accounting or equivalent. Two to three years experience in debt collection and/or insurance environment. Willingness to work extended hours. Membership of a professional accounting body. Supervisory experience. Experience in dealing with BAS, PFMA and Treasury regulations Knowledge: Public Service, Department of labour and Compensation Fund business strategies and goals, Public Service, Department of labour and Compensation Fund regulations, policies and procedures, Directorate goals and performance requirements Extensive knowledge and understanding of treasury regulations and audits, Compensation Fund Services, Compensation Fund Value Chain and business processes, Customer Service principles (Batho Pele Principles), Compensation Fund values, Understanding of risk management and audit practices, Corporate governance guidelines and strategies ,Required Information technology knowledge, Compensation Fund Information technology operating systems, DPSA guidelines on COIDA, Understanding of public sector

		revenue collection processes, Knowledge of internal controls and auditing principles, Knowledge of revenue and income function. Skills: Strategic execution, Client orientation and customer focus, Communication (verbal and written), Bad debt management, Debt collection, Financial compliance and reporting, Campaign management, People and performance management, Problem solving and analysis, Planning and organising, Knowledge management, Negotiation, Decision making, Diversity Management, Self Management Developing others, Computer literacy, Conflict management, Research, External Environmental Awareness.
<b><u>DUTIES</u></b>	:	Attend to the collection of debt. Attend to financial administration duties. Conduct debtor administration .Recover funds from insolvent/deceased estates.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Bouwer, Tel no: (012) 319 9280
<b><u>FOR ATTENTION</u></b>	:	Acting Chief Director: Corporate Support, P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.
		Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.
<b><u>POST 45/23</u></b>	:	<b><u>OFFICE ADMINISTRATOR: FINANCIAL REPORTING REF NO: HR5/1/2/3/105</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R211 194 per annum
	:	Compensation Fund, Pretoria
	:	Three year relevant tertiary qualification in Management/Office Management/ Information Management and Technology/Public Management/ Public Administration/ Business Administration. One year relevant functional experience in Office Administration / secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles. Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management.
<b><u>DUTIES</u></b>	:	Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate including diary management for the Director/Chief Director. Render a Secretariat Service for the Office of the Director /Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate/ Chief Directorate. Provide Management Information and records management services in the Directorate/ Chief Directorate. Track and monitor projects tasks within the Chief Directorate/ Directorate.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr L Kotta, Tel no: (012) 319 9465
<b><u>FOR ATTENTION</u></b>	:	Acting Chief Director: Corporate Support, P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.
	:	Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.
<b><u>POST 45/24</u></b>	:	<b><u>CLAIMS PROCESSOR REF NO: HR 4/4/8/50</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R171 069 per annum
	:	Provincial Office: Free State
	:	Grade twelve certificate / Three year Tertiary qualification degree/diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required. One to two years experience on compensation and medical claims processing. Knowledge: DoL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology, Medical terminology, Stakeholders and customers, Customer service (Batho Pele Principles), Fund values, Required IT knowledge, IT Operating Systems, Risk awareness, COIDA Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing, Required IT Skills, Fund IT operation systems, Data capturing, Data and records management, Telephone and Etiquette.
<b><u>DUTIES</u></b>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms A Marais, Tel no: (051) 5056 386
<b><u>FOR ATTENTION</u></b>	:	Chief Director: Provincial Operations, PO Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein, 9301.
	:	Human Resources Management, Bloemfontein.

**POST 45/25** : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR 4/4/8/48**

**SALARY** : R171 069 per annum  
**CENTRE** : Labour Centre: Uppington  
**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognised Certificate (NQF5) in Office Administration/Public Management/ Public Administration/ Secretariat. Twelve (12) months functional experience in administration/Customer/ Client services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Listening, Communication, Ability to interpret legislation, Problem solving, Mediation.

**DUTIES** : Manage the help desk at the first port 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 and Diseases Act and Employer registration forms for COIDA.

**ENQUIRIES** : Ms M Mojapela, Tel no: (054) 3311 752  
**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X5012, Kimberly, 8301.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Kimberly.

**POST 45/26** : **UI CLAIMS OFFICER REF NO: HR4/4/4/10/17**

**SALARY** : R171 069 per annum  
**CENTRE** : Provincial Office: Gauteng, Stationed in Labour Centre: Benoni  
**REQUIREMENTS** : Senior Certificate with Accounting or Mathematics as passed major subject. Zero to six months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer Care. Skills: Communication (verbal and written), Listening, Computer literacy, Customer Relations, Planning and organizing.

**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 declarations 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** : Mr R Reddy, Tel no: (011) 747 9601  
**APPLICATIONS** : Chief Director: Provincial Operations: P O Box 4560, Johannesburg, 2001or hand deliever at 77 Korte Street, Braamfontein,  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng

**POST 45/27** : **RECORDS ADMINISTRATOR: UI REGISTRY SERVICES REF NO: HR4/4/4/10/18**

**SALARY** : R171 069 per annum  
**CENTRE** : Provincial Office: Gauteng  
**REQUIREMENTS** : National Senior Certificate. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental policies and procedures. Skills: Communication, Listening, Computer literacy, Planning and organizing.

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

**ENQUIRIES** : Mr H Dalasile, Tel no: (011) 853 0300  
**APPLICATIONS** : Chief Director: Provincial Operations, P O Box 4560, Johannesburg, 2001or hand deliever at 77 Korte Street, Braamfontein,  
**FOR ATTENTION** : Sub-directorate: Human Resources Management, Gauteng

**POST 45/28** : **ADMINISTRATIVE CLERK: SUPPORT SERVICES REF NO: HR4/4/4/10/19HO**

**SALARY** : R142 461 per annum  
**CENTRE** : Labour Centre: Alberton  
**REQUIREMENTS** : A Minimum Grade 12 Qualification. No experience required. Knowledge: Administrative procedures relating to an office, Filling and retrieval of documents,

Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and organizing, Communication, Computer literacy, Assertive, Ability to prioritize tasks, Ability to work under pressure.

**DUTIES** : Render administration support services to the Directorate. Control movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

**ENQUIRIES APPLICATIONS** : Ms SH Ceasar, Tel no: (011) 861-6141

**FOR ATTENTION** : Chief Director: Provincial Operations, PO Box 4560, Johannesburg, 2001 or hand deliver at 77 Korte Street, Braamfontein,  
Sub-directorate: Human Resources Management, Gauteng

**POST 45/29** : **SENIOR ADMIN CLERK: ES STATISTICS REF NO: HR4/16/11/12HO**

**SALARY CENTRE REQUIREMENTS** : R 142 461 per annum  
Branch: Public Employment Services, ES Statistics and PEA, Head Office  
Senior Certificate. No experience required. Knowledge: Departmental Policies and Procedures, Planning and organizing, Administration procedures, Batho Pele Principles. Skills: Communication, Computer literacy, Interpersonal relations, Analysis, Planning.

**DUTIES** : Control movement of document and stationary within the sub-Directorate. Render procurement support service in the sub-Directorate Employment Services Statistics. Render secretariat support in the Sub-Directorate. Coordinate information on the human resources matters.

**ENQUIRIES APPLICATIONS** : Ms MG Mojapelo, Tel no: (012) 309 4299

**FOR ATTENTION** : Chief Director: Human Resources Management, Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.  
Sub-directorate: Human Resources Operations, Head Office

**POST 45/30** : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/4/10/16**

**SALARY CENTRE REQUIREMENTS** : R142 461 per annum  
Labour Centre: Roodepoort  
Senior Certificate. Valid driver's licence. Knowledge: Public Service Act, Public Service Regulations, Departmental Policies, Procedures and Guidelines, Batho Pele Principles, Public Finance Management Act, Treasury Regulations. Skills: Interpersonal, Telephone Etiquette, Interviewing, Computer literacy, Listening, Communication. Skills Ability to interpret policies and procedures, Problem solving, Basic mediation.

**DUTIES** : Render Supply Chain Management function in a Labour Centre. Provide a Finance and Office Management Service to the Labour Centre. Render Human Resources Management Service. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre and ensure safe keeping of pool of cars. Render general administrative work for the Labour Center as and when required.

**ENQUIRIES APPLICATIONS** : Mr M Tsautse, Tel no: (011) 766 2000

**FOR ATTENTION** : Chief Director: Provincial Operations, P O Box 4560, Johannesburg, 2001 Hand deliver at 77 Korte Street, Braamfontein,  
Sub-directorate: Human Resource Management, Gauteng.

**POST 45/31** : **ACCOUNTING CLERK: BANK RECONCILIATION REF NO: HR5/1/2/3/100**

**SALARY CENTRE REQUIREMENTS** : R142 461 per annum  
Compensation Fund, Pretoria  
Senior certificate/ Grade 12 (NQF4). Three to Six months relevant experience. Knowledge: Public Service, DoL and Compensation Fund business strategies, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operating Systems, Risk Awareness COIDA Act, Regulations and Policies COIDA tariffs, Technical Knowledge, DPSA guidelines on COIDA. Skills: Business Writing Skills, IT Skills, Fund IT Operating Systems, Strategic leadership capability, Programme and project management, Financial Management, Change Management, Knowledge management, Service delivery innovation, Problem solving and analysis, People management and empowerment, Client orientation and customer focus, communication, Work ethic, Risk management and departmental governance, Environmental awareness.

**DUTIES** : Maintain the funds bank account. Perform manual and electronic reconciliation process. Comply with the funds financial procedures.

**ENQUIRIES** : Mr M Dlamini, Tel no: (012) 406 6510

**APPLICATIONS** : Acting Chief Director: Corporate Support, P O Box 955, Pretoria, 0001 or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund.

**POST 45/32** : **MESSANGER REF NO: HR 4/4/8/241**

**SALARY** : R100 545 per annum

**CENTRE** : Labour Centre: Kimberly

**REQUIREMENTS** : Grade 10 or equivalent qualification. Valid driver's license. Knowledge: Departmental policies and procedures, Public Service Act, All legislation relevant to the post. Skills: Verbal and written communication, Interpersonal Relationship, Communication, Time Management, Conflict Management, Planning and organising.

**DUTIES** : Provide messenger services within the Provincial Office /Labour Centre. Assist with general administrative duties within the Provincial Office/Labour Centre.

**ENQUIRIES** : Mr J Mphahlele Tel no: (053) 838 1500

**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X5012, Kimberly, 8301

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Kimberly.