

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** : 07 June 2021 at 16:00
- NOTE** : NB: All attachments for online application must 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 duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. The fully completed and signed new 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 or email. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. 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 DPSSA 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 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)

OTHER POSTS

- POST 18/03** : **ASSISTANT DIRECTOR: PROPERTY ACQUISITION AND LEASING REF NO: HR4/21/06/01**
- SALARY** : R367 596 per annum
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Finance/Public Administration/Facilities Management/Property Management and Real Estate Management. Four (4) years' experience of which two (2) years at supervisory level and two (2) years functional experience in Public Service Facilities and Financial Management Knowledge: Government Office

Accommodation policies and procedures, Public Finance Management Act and Treasury Regulations, Public Service Act and Regulations, Public Service space and norm standards, Financial Management, Occupational Health and Safety, Knowledge of the Building Environment. Skills: Project Management, Analytical, Communication, Interpersonal, Supervisory, Problem solving, Report writing, Financial Management skills and system (LOGIS, BAS), Computer (Word, Excel, PowerPoint), Mentoring and Coaching.

DUTIES : Facilitate the timeous renewal of lease and copies of lease agreements are kept on files. Monitor Payments of lease and municipal services. Monitor maintenance of leased building and ensure compliance with Occupational Health and Safety Act 85 of 1993. Maintain asset register for leased building. Facilitate the property management payments and budget.

ENQUIRIES : Ms. Tumelo Malindzisa Tel No: (012) 309 4296

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ6@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 18/04 : **SENIOR STATE ACCOUNTANT: ACCOUNTS RECEIVABLE REF NO: HR 5/1/2/3/76**

SALARY : R316 791 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Financial Management / Financial Accounting / Cost and Management Accounting. 2 years' Functional experience in accounts receivable of which 1 year is supervisory experience. Knowledge: Compensation business strategies, policies and procedure. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles). Understanding of risk management. Understanding of public sector revenue and receivable processes. Understanding of Accounts Receivable internal controls. Understanding of accounting standards. Legislative Requirements: PFMA. National Treasury regulations. Promotion of Access to Information. Skills: Client orientation and customer focus. Communication (Verbal and written). Accounts Receivable. Financial compliance and reporting. People and performance management. Problem solving and analysis. Planning and organising. External Environmental Awareness.

DUTIES : Ensure compliance to policies and procedures within Accounts Receivable processes. Implement policies and procedures within Accounts Receivable processes. Review Accounts Receivable quarterly disclosures. Supervise of staff.

ENQUIRIES : Mr A Mathibe Tel No: (012) 406 5681

APPLICATIONS : direct your applications to: Jobs-CF6@labour.gov.za

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

POST 18/05 : **PRACTITIONER: PRIVATE EMPLOYER REF NO: HR 5/1/2/3/77 (X7 POSTS)**
 (12 months' contract)

SALARY : R257 508 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Nursing Diploma/ Business Administration/ Business Administration / Business Administration/ Public Management/ Public Finance Accounting / Industrial Engineering / Management / Social Science / OHS/ Finance/Human Resource management. 1-year functional experience in claims processing of compensation/ insurance claims /medical insurance environment /Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Risk Awareness. COIDA. Understanding of COIDA tariffs. Occupational Health and Safety (OHS). Legislative Requirements: Public Service Regulations (PSR). Public Finance Management. National Treasury regulations. Public Service Act (PSA). Labour Relation Act. Skills: Communicating Skills – (Written and Verbal). Strong analytical skill. Continuous improvement, Planning, organising and facilitation, Data and records management, Telephone Skills and Etiquette, Problem solving and decision making, Performance management.

- DUTIES** : Administer claims registration process. Adjudicate registered customer claims.
Render administrative duties.
- ENQUIRIES** : Mr Khanyile Tel No: (012) 319 9495
- APPLICATIONS** : direct your applications to: Jobs-CF1@labour.gov.za
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.