

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** : 16 August 2021 at 16:00
- 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. The fully completed, initialled and signed new form Z83 should be accompanied by a recently updated comprehensive CV as well as copies of all qualification(s) academic transcripts including senior certificate, ID-document and a Driver's license where applicable. 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 26/07** : **DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT REF NO: HR4/21/08/01HO**
- SALARY CENTRE** : R1 057 326 per annum, (All inclusive)
: Head Office, Pretoria

- REQUIREMENTS** : An NQF Level 7 qualification in Supply Chain Management/ Logistics/ Public Administration/ Management/ Government Finance/ Business Management. Five (5) years Middle Management experience. Three (3) years functional experience in Supply Chain Management. Knowledge: Public Service Transformation and Management Issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour relations and collective bargaining systems, Minimum Information Security Standard Photocopying Machine, Printer, Beamer, Scanning machine, Binding machine. Skills: Administration and financial management, Verbal and written communication, Interpersonal relations, Ability to build high-performance teams, Computer literacy, Project Management, Strategic management, Communication, Analytical, Problem solving, Confidential management.
- DUTIES** : Manage Procurement and Asset Management policy in Del. Manage Demand, Acquisition, Logistics, Disposal and Supply Chain Performance. Manage, develop and maintain Contracts functions. Monitor the implementation of new and movement of assets process in the Department. Manage the implementation of assets disposal and donations in Del.
- ENQUIRIES** : Mr B Maduna Tel No: (012) 309 4285
- APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ8@labour.gov.za

OTHER POSTS

- POST 26/08** : **DEPUTY DIRECTOR: COID REF NO HR4/4/1/202**
(Re-advertisement, those who applied before are encouraged to apply again)
- SALARY** : R869 007 per annum, (All inclusive)
- CENTRE** : Provincial Office: Eastern Cape
- REQUIREMENTS** : Three-year tertiary qualification in Public Management /Business Management/Operations Management / Nursing Diploma / HRM. Three (3) years functional experience in disability claims) in processing. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Valid drivers licence. Knowledge: Compensation Fund Services, Treasury Regulations, Public Service, DoL Compensation Fund business strategies and goals, Relevant stakeholders, Required IT knowledge, Directorate goal and performance requirements. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, interpersonal, Report Writing, Leadership.
- DUTIES** : Manage efficient provision and coordination of compensation benefits in the province. Manage the operations of COID Business Unit in the province. Provide operational and technical support to Processing Labour Centres within the province. Manage stakeholder's engagements for COID within the province. Manage human, financial and physical resources of the sub-directorate.
- ENQUIRIES** : Ms NP Douw-Jack Tel No: (043) 701 3128
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201Or hands deliver at No. 3 Hill Street, East London, 5201 Email: Jobs-EC@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resource Management, East London
- POST 26/09** : **DEPUTY DIRECTOR: MANUAL DECLARATIONS AND NON TERMINATIONS REF NO: HR4/4/3/2/DDMDNT/UIF**
- SALARY** : R733 257 per annum, (all inclusive package)
- CENTRE** : Unemployment Insurance Fund: Head Office
- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Contact Centre / Public Management / Business Administration\ Management/ Public Administration/ Financial Management. Three (3) years functional experience in Call Centre/ Operations Management environment. Two (2) years' experience at a management level. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment Act

(BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). National Archives and Records Services of South Africa. Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report Writing. Planning and Organising. Diversity Management. Project Management.

DUTIES : Manage manual registration of employers and employees. Manage manual declarations of employers. Monitor the maintenance of employers and employee's database. Monitor the effective rendering of imaging services in the Fund. Manage resources (Human, Finance, Equipment, Assets) within the Sub-directorates.

ENQUIRIES : Ms S Naicker Tel No: (012) 337 1983/1654
APPLICATIONS : Email: Jobs-UIF4@labour.gov.za
FOR ATTENTION : Chief Director: Corporate Services

POST 26/10 : **ASSISTANT DIRECTOR: VETTING REF NO: HR 4/21/08/02HO**

SALARY : R376 596 per annum
CENTER : Head Office, Pretoria
REQUIREMENTS : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Security Management/ Security Risk Management. Valid driver's license. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years functional experience in Vetting fieldwork. Knowledge: Minimum Information Security Standard (MISS), Constitution of South Africa, Personnel Security Information, Relevant Departmental Prescripts, Policies and Procedures, Relevant Government Vetting Prescripts. Skills: Good Presentation, Communication (verbal and written), Problem solving, Analytical, Interviewing, Computer literacy, Self-Management, Diplomacy, Listening, Decision Making.

DUTIES : Conduct vetting investigations of employees within the Department. Advice and guide on the development and implementation of policies and guides in vetting investigations. Develop, implement and maintain vetting investigation procedures. Develop and maintain effective communication channels and systems between the Department and the National Intelligence Agency (SSA) and other stakeholders. Manage resources in the Sub-directorate.

ENQUIRIES : Ms N Tshetlo Tel No: (012) 309 4051
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ6@labour.gov.za

POST 26/11 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/6/52**

SALARY : R376 596 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : Three / Four years' relevant tertiary qualification in Law, right of appearance in court, Admitted attorney and a valid driver's licence. Two years' functional experience doing law services. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, Skills Development Levy Act, Occupational Health and Safety Act, Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Manage the implementation of the legal enforcement processes for Inspection and Enforcement Services. Manage the advocacy strategy for Inspection and Enforcement Services in the province. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceedings. Monitor the implementation of quality management system for labour law enforcement.

ENQUIRIES : Ms TE Maluleke Tel No: (015) 290 1768
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700
FOR ATTENTION : Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700. Email: Jobs-LP@labour.gov.za

<u>POST 26/12</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R376 596 per annum Provincial Office: Kimberly Ref No: HR 4/4/8/88 Provincial Office: Mmabatho Ref No: HR4/4/10/74
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Financial Management/ Supply Chain Management/ Purchasing/ Logistics/ Public Administration/ Finance/ Accounting/ Economics/ Internal Auditing. Four (4) year experience of which two (2) years must be at supervisory level and two (2) years functional experience in Supply Chain Management environment. A Valid driver's license. Knowledge: Public Service Transformation and management issues, Departmental Policy and Procedures, White Paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Batho Pele principles, Labour relations and collective bargaining systems, Minimum Information security standards. Skills: Administration and Financial Management, Problem solving, Self-Management, Budgeting and Financial Management, Customer Focus and responsiveness, Development Others, Verbal and written communication, Planning and Organising, Problem Solving Decision-Making, Project management, Team Leadership, Managing Interpersonal Conflict, Impact and Influence, Computer Literacy, Diversity Management, Networking and building bonds, Driving.
<u>DUTIES</u>	:	Manage demand of goods and services in the Province. Provide and monitor acquisition/procurement services in the Province. Manage logistics in the Province. Manage and monitor the assets in accordance with the relevant policy and procedure. Render and monitor contract administration support services and compliance. Manage all resources of the Section.
<u>ENQUIRIES</u>	:	Mr TD Mhlophe Tel No: (053) 838 1501 Ms. N Litheko Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley. Email: Jobs-NC@labour.gov.za Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za
<u>POST 26/13</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO: HR4/21/08/04HO</u>
<u>SALARY CENTRE</u>	:	R376 596 per annum Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Human Resources Management/ Development/ Training & Development/ Management of Training/ Public Management/ BCom: HRM Two (2) years functional experience in Performance Management Plus Two (2) years supervisory experience. Knowledge: Public Service Act, Public Finance Management Act, Treasury Regulations, Human Resource Management Policies, Human Resource Systems and Procedures, Performance Management, Skills Development Act, Basic Conditions of Employment Act, Batho Pele Principles, Resolution of PSCBC, PMDS, Standard Operating Procedure Document (SOP), Chapter 4 of SMS handbook. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Computer literacy, Communication, Interpersonal, Presentation, Planning and Organizing, Problem Solving, Conflict Resolution.
<u>DUTIES</u>	:	Coordinate and facilitate the administration of individual performance management system in the Department. Coordinate and facilitate the Performance Management system for SMS members and HoD. Coordinate and administer Performance Management and Development system for staff at SR 1-12. Coordinate and facilitate the implementation of performance management policy and procedures. Provide performance management committee services in the Department (LPMRB, LPMRP, NPMRB and NPMRP). Facilitate the implementation and maintenance of the online performance management system/platform (e.g. SMARTGOV).
<u>ENQUIRIES</u>	:	Ms. L Dlamini Tel No: (012) 309 4511

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ4@labour.gov.za

POST 26/14 : **ASSISTANT DIRECTOR: DIVERSITY MANAGEMENT REF NO: HR4/4/3/2/ASDDM/UIF**

SALARY : R376 596 per annum
CENTRE : Unemployment Insurance Fund: Head Office
REQUIREMENTS : A Three (3) year relevant tertiary qualification in Social Sciences, Gender Studies, Youth Studies/ Two (2) years supervisory experience. Two (2) years functional experience in Gender, Disability and Youth Empowerment Programmes. Knowledge: Departmental policies and procedures. Human Resource Management policies. Human Resource Systems and procedures. Code of Ethics. Batho Pele Principles. Gender Equality and Women Empowerment programmes. Promotion of the rights of people with Disabilities. Mainstreaming and implementation of Youth Development programmes. Relevant Diversity Management policies and Frameworks. Skills: Communication (verbal and written), Decision making skills. Organizational skills Negotiation skills. People Management. Interpersonal skills. Presentation skills. Report writing skills. Planning and organizing. Computer Literacy.

DUTIES : Co-ordinate, evaluate and implement Gender, Disability, Youth and Diversity Management Programmes within the Fund. Facilitate the establishment of Gender, Disability and Youth Forums within the Fund. Promote the mainstreaming, development and empowerment of women, youth and people with disabilities. Assist in managing resources (Human, Financial, Equipment/ Assets) in the Sub -Unit.

ENQUIRIES : Ms MP Roux Tel No: (012) 337 1529/ 1729
APPLICATIONS : Email: Jobs-UIF2@labour.gov.za
FOR ATTENTION : Chief Director: Corporate Services

POST 26/15 : **ASSISTANT DIRECTOR: PUBLICATIONS AND WEB DEVELOPER REF NO: HR4/4/3/2/ASDPWD/UIF**

SALARY : R376 596 per annum
CENTRE : Unemployment Insurance Fund: Head Office
REQUIREMENTS : A Three (3) year tertiary qualification in Communication/ Marketing/ Journalism. Valid Drivers License. Two (2) years functional experience in Publication and Web Development environment and two (2) years supervisory experience. Knowledge: Public Financial Management Act (PFMA). Promotion to Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Government Communication Information System Role. Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Employment Equity Act (EEA). Skills: Branding Management. Ability to work under pressure and meet deadlines. Branding Principles. Problem Solving. Presentation. Planning and Organising. Communication. Computer Literacy. Report Writing. Driving. Interpersonal. Creativity.

DUTIES : Coordinate writing and editing of content for UIF publications. Ensure information for the website and intranet is up-to-date. Manage the production and distribution of information material. Facilitate the rendering of audio visual material for the Fund. Manage resources (Human, Financial, Equipment / Assets) in the sections.

ENQUIRIES : Mr ML Mkamba Tel No: (012) 337 1471
APPLICATIONS : Email: Jobs-UIF1@labour.gov.za
FOR ATTENTION : Chief Director: Corporate Services

POST 26/16 : **SENIOR PRACTITIONER: ASSESSMENT SERVICES BS REF NO: HR 4/4/10/75**

SALARY : R316 791 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : A Three-year tertiary qualification in Public Administration/ Public Management or Public Sector Management or Administration. Two (2) years' functional experience. Knowledge: Public Finance Management Act (PFMA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Operations system, Batho Pele Principles.

		Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy.
<u>DUTIES</u>	:	Verify claims on Operation System. Authorize payments to qualifying UI beneficiaries. Verify the adjudicate claims. Supervise resources (Human, Finance, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za
<u>POST 26/17</u>	:	<u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R256 905 – R297 825 per annum, (OSD) Grade 2: R315 962 – R362 865 per annum, (OSD) Grade 3: R383 226 - R485 475 per annum, (OSD)
<u>CENTRE</u>	:	Provincial Office, Mmabatho Ref No: HR 4/4/10/33 Labour Centre: Welkom Ref No: HR 4/4/8/441
<u>REQUIREMENTS</u>	:	Four (4) years nursing degree/three year's diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. 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 or related legal as well as 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: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Provide medical advice and recommendation in the acceptations 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.
<u>ENQUIRIES</u>	:	Mr S Mogakane Tel No: (018) 387 8100 Mr Zakwe Tel No: (051) 505 6201
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho Email: Jobs-NW@labour.gov.za Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein Job-FS2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management. Mmabatho Sub-directorate: Human Resources Management, Bloemfontein
<u>POST 26/18</u>	:	<u>MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) (X2 POSTS)</u>
<u>SALARY</u>	:	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)
<u>CENTRE</u>	:	Provincial Office: Mmabatho-Ref No: HR 4/4/10/32 Labour Centre: Tzaneen-Ref No: HR4/4/6/55 (Re-advertisement, previous applicants must re-apply)
<u>REQUIREMENTS</u>	:	Four (4) years degree/Three (3) years diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an Advantage. Valid drivers licence is required. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/ insurance environment will be an added advantage. Registration with the South African Nursing Council. 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 : Coordinate early rehabilitation intervention according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries needs. Facilitate early return to work and community re-integration programmes. Maintain relationships and empower all internal and external stakeholders.

ENQUIRIES : Mr S Mogakane Tel No: (018) 387 8100
Ms Lebogo MS Tel No: (015) 290 1662

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700

FOR ATTENTION : Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za
Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700. Email: Job-TZN@labour.gov.za

POST 26/19 : **UI CLAIMS OFFICER REF NO: HR 4/4/10/82**

SALARY : R208 584.per annum
CENTRE : Mafikeng Labour Centre
REQUIREMENTS :

A Grade 12 certificate with Accounting or Mathematics as a passed major subject. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal and Written), Listening, Computer literacy, Customer relations, Decision making skills.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employees and verify the declaration of employees as per the relevant prescripts. Execute the payments 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 S Mogakane Tel No: (018) 387 8100

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

FOR ATTENTION : Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za

POST 26/20 : **INSPECTOR INSPECTION SERVICES (X3 POSTS)**

SALARY : R208 584 per annum
CENTRE : Labour Centre: Potchefstroom Ref No: HR4/4/10/76
Labour Centre: Christiana Ref No: HR4/4/10/77
Labour Centre: Kokstad Ref No: HR 4/4/5/75

REQUIREMENTS : Three years' relevant qualification in Labour Relations/BCOM Law/LLB and 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, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Contribution Act. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, Power Point and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Verbal and written communication, 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.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
		Mr S Nggoza Tel No: (039) 727 2140
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho For Attention: Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za
		Deputy Director: Kokstad Labour Centre: PO Box 260, Kokstad, 4700 or For Attention: Sub-Section: Human Resources Management, KZN. E-mail: Jobs-KZN@LABOUR.gov.za
<u>POST 26/21</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R208 584 per annum
	:	Labour Centre: Potchefstroom Ref No: HR 4/4/10/78
	:	Labour Centre: Brits Ref No: HR 4/4/10/79
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12/ Matric. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za
<u>POST 26/22</u>	:	<u>ACCOUNTING CLERK REF NO: HR 4/4/10/82</u>
<u>SALARY CENTRE</u>	:	R173 703 per annum
	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. No experience required. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures. Skills: Planning and organising, Computer literacy, Communication, Problem solving, accounting analysis.
<u>DUTIES</u>	:	Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, Logis, Persal and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za
<u>POST 26/23</u>	:	<u>ACCOUNTS AND BOOKING CLERK REF NO: HR 4/4/10/81</u>
<u>SALARY CENTRE</u>	:	R173 703 per annum
	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. No experience required. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA & BCEA. Skills: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills.

DUTIES : Provide booking services of cars in the Province (Daily). Attain information to prepare payment for service provider (Daily). Acquire information on payment of fines (Weekly). Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc (Monthly).

ENQUIRIES APPLICATIONS : Ms N Litheko Tel No: 018 387 8100

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za

POST 26/24 : **ADMINISTRATION CLERK (MSS) REF NO: HR 4/4/10/80**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Taung Labour Centre
: Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written, communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organising.

DUTIES : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

ENQUIRIES APPLICATIONS : Ms N Litheko Tel No: (018) 387 8100

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za

POST 26/25 : **ADMINISTRATION CLERK: EMPLOYMENT COUNSELLING REF NO: HR 4/21/08/07HO**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Head Office, Pretoria
: National Senior Certificate/ Grade12. Knowledge: Skills Development Act, Employment Service Act, Public Finance Management. Skills: Communication, Analysis, Computer literacy, Planning, Interpersonal.

DUTIES : Render general clerical support services. Render Procurement support services within the component. Render secretariat Support in the Sub-Directorate. Provide personnel administration support services within the component.

ENQUIRIES APPLICATIONS : Mr M Lechoano Tel No: (012) 309 4263

FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ1@labour.gov.za

POST 26/26 : **ADMINISTRATION CLERK: WORK SE SEEKER SERVICES REF NO: HR 4/21/08/08HO**

SALARY CENTRE REQUIREMENTS : R173 703 per annum
: Head Office, Pretoria
: National Senior Certificate/ Grade12. Knowledge: Skills Development Act, Employment Service Act, Public Finance Management. Skills: Communication, Analysis, Computer literacy, Planning, Interpersonal.

DUTIES : Render general clerical support services. Render Procurement support services within the component. Render secretariat Support in the Sub-Directorate. Provide personnel administration support services within the component.

ENQUIRIES APPLICATIONS : Ms Rama J Tel No: (012) 309 4844

FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ2@labour.gov.za

POST 26/27 : **SENIOR ADMIN CLERK: PES ADMIN SYSTEM REF NO: HR 4/21/08/09HO**

SALARY : R173 703 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : National Senior Certificate/ Grade 12. Knowledge: Departmental Policies and Procedures, Planning and organizing, Administration Procedures, Batho Pele Principles, Interpersonal relations. Skills: Communication, Analysis, Interpersonal, Computer literacy, Planning.

DUTIES : Control movement of documents and stationary within the sub-directorate. Render procurement support service in the sub-directorate ESSA Coordination. Render Secretariat Support in the sub-directorate. Coordinate information on the Human Resources matters.

ENQUIRIES : Mr M Lechoano Tel No: (012) 309 4263

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-HQ3@labour.gov.za