

## DEPARTMENT OF EMPLOYMENT AND LABOUR

*It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.*

- CLOSING DATE** : 21 February 2022 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form 83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://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 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) NB: All attachments for on line application must including Z83 be in PDF and in one attachment (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.

## MANAGEMENT ECHELON

- POST 04/02** : **DIRECTOR: RISK MANAGEMENT REF NO: HR 5/1/2/3/07**
- SALARY CENTRE** : R1 057 326 per annum, (all inclusive)  
: Compensation Fund, Pretoria

- REQUIREMENTS** : An undergraduate Qualification (NQF Level 7) in Internal Auditing/Risk Management/Finance. A pre-entry Certificate for SMS is required. 5 years' experience at Middle/Senior Management level at Risk Management environment. Statutory body requirements: Risk Management Institute of South Africa. Knowledge: Supply Chain Management Prescripts. Promotion of Access to information Act. Project Management Principles and Methodologies. Project Management Information Technologies e.g PMBOK, MS projects e.t.c. Application of Research methodology. Legislative Requirements: Public Finance Management Act. Public Service Act. Public Service Regulations. Treasury Regulations. Monitoring and Evaluation Framework. Skills: Research and Development. Computer Literacy. Policy formulation. Excellent Communication. Knowledge Management. Planning and Organising. Diversity Management. People development and empowerment. Strategic Management and Leadership. Financial Management.
- DUTIES** : Manage the development and implementation of policies and regulations related to the enterprise risk services in the Fund. Develop and manage the business continuity management processes in the Fund. Oversee and manage regulatory compliance and risk assessment within the Fund. Manage Risk awareness, education and training programmes. Manage the resources within the Fund.
- ENQUIRIES** : Mr Vuyo Mafata Tel No: (012) 319 9495
- APPLICATIONS** : Direct your applications to: [Jobs-CF7@labour.gov.za](mailto:Jobs-CF7@labour.gov.za)
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

#### **OTHER POSTS**

- POST 04/03** : **DEPUTY DIRECTOR: SYSTEM ADMINISTRATOR REF NO: HR 5/1/2/3/08**
- SALARY** : R744 255 per annum, (all inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A Three-year tertiary qualification in Information Technology/BCom Information Systems. 5 years' functional experience in Information systems of which 2 years is at Assistant Director or entry management level. Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Risk Management and Fund Governance. Public Service Act. Public Service Regulations. Promotion of Access to Information Act. Budgeting and Financial Management. Public Finance Management Act (PFMA). Treasury Regulations. COIDA. Skills: Required Technical Proficiency. Business Writing. Required IT. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and performance management. Planning and Organising. Problem solving and analysis.
- DUTIES** : Manage the operations of Financial Management system and its sub modules to ensure complete and accurate financial reporting. Manage the SAP financial management system and processes. Identify and address problems relating to financial management and claim processing system. Manage daily operations and support. Manage regular maintenance of the financial management and claim processing system (SAP). Manage the sub-directorate.
- ENQUIRIES** : Mr L Kotta, Tel No: (012) 406 5853
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- APPLICATIONS** : Direct your applications to: [Jobs-CF9@labour.gov.za](mailto:Jobs-CF9@labour.gov.za)
- POST 04/04** : **DEPUTY DIRECTOR LABOUR ACTIVATION PROGRAMME REF NO: HR 4/4/8/623**
- SALARY** : R744 255 per annum, (all inclusive)
- CENTRE** : Provincial Office: Free State
- REQUIREMENTS** : Three-year tertiary qualification in Public Administration/Business Administration/ Development studies. Certificate in Project Management will be an added advantage. Certificate in Financial Management will be an added advantage. Certificate in Contract Management will be an added advantage. Two (2) years management experience. Three (3) years' experience in Project Administration. Knowledge: Departmental and Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment

		Insurance Contributions Act, All Labour legislations, Project Management, Batho Pele Principles. Skills: Planning and Organising, People Management, Conflict Management, Analytical, Problem Solving, Communication and ability to think strategically, Computer Literacy, Skills development Act, Even Management and Contract Management, Coordination, Facilitation, Project Management
<b><u>DUTIES</u></b>	:	Engage with relevant stakeholders on training/ skills programmes that will benefit UIF beneficiaries. Monitor the activities of Institutions receiving funding and report on constrains including corrective actions. Participate in Advocacy Campaigns to create awareness on Labour Activation Programmes in co-operation with the Unit Communications within the Fund. Monitor institutions, learners and beneficiaries.
<b><u>ENQUIRIES</u></b>	:	Mr M Luxande Tel No: (051) 505 6203
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations, Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Free State Email: sFS1@labour.gov.za
<b><u>POST 04/05</u></b>	:	<b><u>COUNCILOR REF NO: HR 4/4/6/80</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R587 835 – R652 407 per annum, (OSD) Grade 2: R672 123 – R745 953 per annum, (OSD) Grade 3: R761 274 – R844 884 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Labour Centre, Lephhalale
<b><u>REQUIREMENTS</u></b>	:	Four years B Psych qualification or a B Psych Equivalent Qualification. Valid Drivers licence. Valid Registration with Health Professional Council of South Africa as a Registered Counsellor (Independent practice) or Psychometrist (Independent practice). <b>Grade 1:</b> 0 (zero) to 6 years' experience gained after registration. <b>Grade 2:</b> Eight (8) years relevant experience gained after registration. <b>Grade 3:</b> Sixteen (16) years relevant experience gained after registration. Knowledge: Knowledge of Employment Services Act, ILO conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Counselling, Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.
<b><u>DUTIES</u></b>	:	Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organisations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel recourses of the employment counselling support.
<b><u>ENQUIRIES</u></b>	:	Ms Lebogo MS Tel No: 015 290 1662
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Polokwane Email: <u>Job-LEPH@labour.gov.za</u>
<b><u>POST 04/06</u></b>	:	<b><u>ASSISTANT DIRECTOR: UIF REF NO: HR 4/4/1/100</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum
<b><u>CENTRE</u></b>	:	Gqeberha Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three (3) years tertiary qualification in Administration / Public Management/ equivalent qualifications. Two (2) years supervisory experience and Two (2) years functional experience in Unemployment Insurance Operations plus Valid Driver's License. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Financial Management Act, Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act, Labour Relations Act, Operational Systems, Public Service Act, Public Services Act, Public Service Regulations. Skills: Communication, Management, Listening, People management, Numeracy, Computer literacy, Time Management, Customer Relations, Report Writing, Planning and Organizing, Interpersonal.
<b><u>DUTIES</u></b>	:	Manage employer's declarations & maintain the database. Monitor the provisioning of assessment, Validation and adjudication of claims. Manage registry services for beneficiary services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and

training services to the business unit. Manage resources (Human, Financial, Equipment/Assets) in the section.

**ENQUIRIES** : Mr M Ngqolowa Tel No: 041 506 5000  
**APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag x 6045, Gqeberha, 6000  
Or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha  
**FOR ATTENTION** : Deputy Director: Labour Centre Operations: Gqeberha E-mail: [Jobs-EC@Labour.gov.za](mailto:Jobs-EC@Labour.gov.za)

**POST 04/07** : **ASSISTANT DIRECTOR: FINANCE (COID SERVICES) REF NO: HR4/4/7/34**

**SALARY** : R382 245 per annum  
**CENTRE** : Provincial Office: Mpumalanga  
**REQUIREMENTS** : Three (3) years qualification in Public Finance Management/ Cost and Management Accounting/ Accounting Management and Financial Information System. Four (4) year's functional experience in Finance of which Two (2) years is supervisory experience. Valid Driver's license. Knowledge: Treasury Regulations, COIDA, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Financial Management Act (PFMA). Skills: Innovative/Creative, Report writing, People management, Financial Management, Communication (both verbal and written), Computer literacy, Time management, Interpersonal and Budgeting.

**DUTIES** : Facilitate the payment of Compensation Fund benefits in relation to accounts receivable on payable functions. Coordinate and monitor the financial activities for the Compensation Fund. Facilitate the integrated budget planning and expenditure relating to Compensation Fund Operations. Provide financial technical support to the processing Labour Centres and report on all Compensation Fund Financial matters and systems. Verify pension claims in the Province.

**ENQUIRIES** : Mr Mpulwane Tel No: (013) 655 8700  
**APPLICATIONS** : The Deputy Director: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

**POST 04/08** : **ASSISTANT DIRECTOR: COID-STATUTORY SERVICES REF NO: HR 4/4/8/616**

**SALARY** : R382 245 per annum  
**CENTRE** : Provincial Office: Free State  
**REQUIREMENTS** : BPROC/LLB. Admission as an Attorney or Advocate. A valid driving licence. 2-year functional experience in compliance or legal services environment. Knowledge: Public service transformation and management issues, Public Service act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Verbal and written communication.

**DUTIES** : Appear in court for enforcement of COID and OHS. Manage the implementation of the COID and OHS enforcement processes. Manage the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.

**ENQUIRIES** : Mr M Luxande Tel No: (051) 505 6325  
**APPLICATIONS** : Chief Director: Provincial Operations: 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](mailto:Jobs-fs3@labour.gov.za)

**POST 04/09** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/8/102**

**SALARY** : R382 245 per annum  
**CENTRE** : Provincial Office: Kimberley  
**REQUIREMENTS** : Three (3) years tertiary qualification in Risk management/ Internal Auditing/Accounting/ Economics. Two (2) years Supervisory experience. Two (2) years experience in Risk Management/Internal Audit. Knowledge: Public Sector

Risk Management Framework, COSO Framework, King Report on Corporate Governance, Treasury Regulation, Anti fraud and corruption policies, Criminal & Commercial Law, Labour Relations, legislation, policies and procedures Skills: Interviewing, Communication, Computer Literacy, Time Management, Analytical, Interpersonal Planning and organizing, Strategic Management, Financial Management, Facilitation, Investigation, People Management, Presentation, Planning and organizing.

**DUTIES** : Implement Risk management strategies/ policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.

**ENQUIRIES** : Ms MS Tadi Tel No: (053) 838 1616

**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](mailto:Jobs-NC@Labour.gov.za)

**POST 04/10** : **ASSISTANT DIRECTOR: LOGISTICS REF NO: HR 5/1/2/3/09**

**SALARY** : R382 245 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A Three-year tertiary qualification in Supply Chain/Purchases/Logistics/ Procurement Management/ Commerce. 4 years' functional experience in supply chain management environment of which 2 years is at supervisory level in supply chain environment. Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. Financial reporting principles. Budget control and processes. Customer Service (Batho Pele Principles). Technical Knowledge. COIDA. Legislative Requirement: Public Finance Management Act. National Treasury Regulations. Public Service Regulations. Promotion of Access to Information Act. Skills: Technical proficiency. Business Writing. Decision making. Communication (verbal and communication). Customer focus and Responsiveness. People and performance management. Planning and organising.

**DUTIES** : Coordinate and facilitate order and payments of invoices. Coordinate the effective logistics process within the unit. Coordinate effective stores function within the unit. Management of resources in the sub-directorate.

**ENQUIRIES** : Ms KPZ Mthethwa Tel No: (012) 406 5680

**APPLICATIONS** : Direct your applications to: [Jobs-CF9@labour.gov.za](mailto:Jobs-CF9@labour.gov.za)

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

**POST 04/11** : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 5/1/2/3/10 (X2 POSTS)**

**SALARY** : R382 245 per annum

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : A BCom Law/ LLB Law Degree. Admission as an Attorney or Advocate will be an added advantage. Valid driving licence. 2 years' functional experience in legal /statutory services environment. 2 years' supervisory experience. Knowledge: Public Service transformation and management issues. Public Service Act. Ability to convert policy into action. Treasury Regulations. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Corporate Governance. Batho Pele Principles. Legislative Requirements: Employment Equity Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Occupational Health and Safety Act. Compensation for Occupational Injuries & Diseases Act. Labour Relations Act. Employment Services Act. Skills: Administration and Financial management. Strong leadership, strategic decision-making abilities. Verbal and written communication. Good interpersonal relations. Ability to build high performance teams. Computer literacy. Project management.

**DUTIES** : Implement strategies to enforce compliance with COID legislation. Conduct research on COID legislation. Encourage and support cooperation of the relevant

stakeholder's e.g Internal stakeholder and external stakeholder. Evaluate provincial performance and provide technical support to the provinces. Coordinate the development of policy and provide technical advice to the relevant stakeholders.

**ENQUIRIES** : Mr TS Maluleke Tel No: 012 309 4896  
**APPLICATIONS** : Direct Your Applications To: [Jobs-CF5@labour.gov.za](mailto:Jobs-CF5@labour.gov.za)  
**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 04/12** : **OHS INSPECTOR REF NO: HR 4/4/8/619**

**SALARY** : R382 245 per annum  
**CENTRE** : Harrismith Labour Centre  
**REQUIREMENTS** : Senior Certificate plus 3 year recognised qualification in the relevant field, ie. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Drivers Licence. Zero Experience. Registration with the relevant, recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating 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.

**ENQUIRIES** : Ms T Mvelase Tel No: (058) 623 2977  
**APPLICATIONS** : Chief Director: Provincial Operations, 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-FS2@labour.gov.za](mailto:Jobs-FS2@labour.gov.za)

**POST 04/13** : **SENIOR CLAIM ASSESSOR: COMPENSATION FUND REF NO: HR 4/4/1/70**

**SALARY** : R321 543 per annum  
**CENTRE** : Mthatha Labour Centre, Eastern Cape  
**REQUIREMENTS** : Three-year tertiary qualification in degree/diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3 to 5 years' experience in claims processing environment of compensation or medical claims is highly desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skill, Communication (written and verbal), Data Capturing, Data and Records Management, Telephone skills and etiquette.

**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 S Zawula Tel No: 047 501 5600

**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag X 5080, Mthatha 5100  
Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)

**POST 04/14** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/6/79**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre, Lebowakgomo  
**REQUIREMENTS** : Three (3) years tertiary qualification in Business Administration / Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

**DUTIES** : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients, Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.

**ENQUIRIES** : Ms Fope JM Tel No: 015 290 1699  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: [Job-LBG@labour.gov.za](mailto:Job-LBG@labour.gov.za)

**POST 04/15** : **EMPLOYMENT SERVICE PRACTITIONER REF NO: HR 4/4/6/83**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre, Tzaneen  
**REQUIREMENTS** : Three (3) year qualification in Social Science/Public Administration. Valid driver's license. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

**DUTIES** : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.

**ENQUIRIES** : Ms JM Fope Tel No: 015 290 1699  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: [Job-TZN@labour.gov.za](mailto:Job-TZN@labour.gov.za)

**POST 04/16** : **ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/1/170**

**SALARY** : R321 543 per annum  
**CENTRE** : Provincial Office Eastern Cape  
**REQUIREMENTS** : National Diploma/ B degree in Risk Management / Internal Audit / Compliance Management. Valid driver's licence. Knowledge: Unemployment Insurance Act and Regulations Unemployment Insurance Contributions Act. Public Finance Management Act. Labour Relations Basic Conditions of Employment. Batho Pele Principles Public Service Regulations and Act Criminal Procedure Act. Skills: Interviewing. Communication. Listening. Computer literacy. Time Management. Analytical. Interpersonal Report Writing. Planning and organizing.

**DUTIES** : Ensure the implementation of risk analysis and monitoring thereof. Ensure risk compliance. Ensure the provision of risk management services to Labour Centres.

Ensure fraud and corruption investigation is conducted. Provide supervisory support to the section

**ENQUIRIES** : Mr S Nduli Tel No: 0434073317

**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

**FOR ATTENTION** : Chief Director: Provincial Operations Email: [Jobs-EC@labour.gov.za](mailto:Jobs-EC@labour.gov.za)

**POST 04/17** : **ADMINISTRATIVE OFFICER (CLAIMS PROCESSOR) REF NO: HR 4/4/6/82**

**SALARY** : R261 372 per annum

**CENTRE** : Labour Centre, Polokwane

**REQUIREMENTS** : Three year tertiary qualification in Public Management/ Public Administration/ Social science/ Occupational Health and Safety/ Finance/ Human Resource Management with one year functional experience in compensation and medical claims processing environment Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk awareness COID Tariffs Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating System, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and Organizing, Analytical thinking, Problem solving and decision making.

**DUTIES** : Administering of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administrative duties. Serve as a Team Leader/Supervisor.

**ENQUIRIES** : Ms. JM Fope Tel No: 015 290 1699

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane Email: [Job-PLK@labour.gov.za](mailto:Job-PLK@labour.gov.za)

**POST 04/18** : **UNEMPLOYMENT INSURANCE CLAIMS OFFICER (X3 POSTS)**

**SALARY** : R211 713 per annum

**CENTRE** : Labour Centre: Polokwane- Ref No: HR4/4/6/77 (X2 Posts)  
Provincial Office Limpopo- Ref No: HR4/4/6/78 (X1 Post)

**REQUIREMENTS** : Grade twelve/Senior Certificate 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 & 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 within the section

**ENQUIRIES** : Ms. TE Maluleke Tel No: 015 290 1768

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane  
E-mail: [Jobs-LP@labour.gov.za](mailto:Jobs-LP@labour.gov.za) (1x Provincial office: Limpopo)  
E-mail: [Job-PLK@labour.gov.za](mailto:Job-PLK@labour.gov.za) (2x Labour Centre: Polokwane)

**POST 04/19** : **CLIENT SERVICE OFFICER REF NO: HR 4/4/6/81**

**SALARY** : R211 713 per annum

**CENTRE** : Labour Centre, Phalaborwa

**REQUIREMENTS** : Grade twelve certificate. 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, 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 and Diseases Act and Employer registration forms for COIDA.

**ENQUIRIES APPLICATIONS** : Mr J Mokobodi Tel No: 015 290 1664

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane  
Sub-directorate: Human Resources Management, Polokwane Email: [Job-PHAL@labour.gov.za](mailto:Job-PHAL@labour.gov.za)

**POST 04/20** : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/6/84**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
Labour Centre, Lebowakgomo  
Matriculation/Grade twelve/Senior Certificate Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations SKILLS: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

**DUTIES** : To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.

**ENQUIRIES APPLICATIONS** : Mr. Mokobodi J Tel No: 015 290 1664

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.  
Sub-directorate: Human Resources Management, Polokwane Email: [Job-LBG@labour.gov.za](mailto:Job-LBG@labour.gov.za)

**POST 04/21** : **SENIOR PERSONNEL OFFICER REF NO: HR4/4/7/55**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
Provincial Office: Mpumalanga  
Matriculation/ Grade 12/ Senior certificate plus Certificate in Human Resource Management. Knowledge: Departmental policies and procedures, HR related systems (Persal), Batho Pele Principles, Employment Equity Act, Public Service Regulation. Skills: Computer literacy, Analytical, Communication, Planning and organising.

**DUTIES** : Facilitate and provide administrative support for service benefit employees. Provide support to the recruitment and selection processes. Capture all personal data on persal system. Attend to client enquiries.

**ENQUIRIES APPLICATIONS** : Mr Matjeke Tel No: (013) 655 8700

**FOR ATTENTION** : The Assistant Director: Private Bag X7263, EMALAHLENI, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.  
The Assistant Director: HRM & ER

**POST 04/22** : **RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: HR 4/4/8/618**

**SALARY** : Members will be remunerated according to rates approved by the National Treasury

**CENTRE REQUIREMENTS** : Free State Provincial Office  
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** : Ms E Maneli Tel No: (051) 505 6203.
- APPLICATIONS** : 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-FS4@labour.gov.za

#### **INTERNSHIP PROGRAMME YEAR 2022/2023**

**The Department would like to invite qualifying graduates to apply to participate in an Internship Programme.**

**The internship is meant to provide work exposure to graduates for a period of twenty (24) months.**

**Applicants must be unemployed and never participated in an internship programme previously and must between the ages of 18-35.**

#### **OTHER POST**

- POST 04/23** : **INTERNSHIP: MSS GARANKUWA LABOUR CENTRE REF NO: HR 4/4/4/12/01**
- STIPEND** : R6 666 per month
- CENTRE** : Garankuwa
- REQUIREMENTS** : Three Year Qualifications in Public Administration or Management/ HRM/ Finance with no working experience.
- DUTIES** : Office Administration Duties
- ENQUIRIES** : Mr P Ranwashe Tel No: 012 700 0290
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein.