

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** : 28 February 2022 at 16:00
- NOTE** : Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV 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.
- ERRATUM:** The requirements of the three (3) Inspector posts advertised for Brits Labour Centre: Ref No: HR 4/4/10/15, Christiana Labour Centre: Ref No: HR 4/4/10/16 and Lichtenburg Labour Centre: Ref No: HR 4/4/10/17 on Public Service Vacancy Circular 03 dated 28 January 2022 with a closing date of 14 February 2022 should read: Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. Valid driver's license. The correct salary notch is R 211 713 per annum. Kindly note that the closing date for these positions is extended to 28 February 2022. Enquiries: Mr S Mogakane Tel No: 018 387 8100.

OTHER POSTS

- POST 05/22** : **ASSISTANT DIRECTOR: OCCUPATIONAL THERAPY REF NO: HR4/4/7/61**
- SALARY** : R525 087 per annum, (OSD)
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : National Diploma/Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) years' relevant experience post Community Services. A proven track record in Vocational Rehabilitation. Valid Driver's license. Knowledge: DoL and compensation fund business strategies and goals. Directorate goals and performance requirements. Compensation fund value chain and business processes. Public Service Regulations, Policies and Procedures. Customer Service (Batho Pele Principles) Skills: Rehabilitation skills. Analytical skills. Business writing skills. Required IT skills. Strategic leadership. Financial Management. Knowledge management. Service Delivery Innovation. Planning and Organising. Problem solving analysis. Decision making. Accountability. Client Orientation. Customer focus. Communication. Work ethic and self-management. Risk management and corporate governance.
- DUTIES** : Manage early return to work and community re-integration programmes. Participate in the development/ review of rehabilitation strategy, policies and protocols in accordance with the national legislation framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.
- ENQUIRIES** : Ms Mazibuko Tel No: (013) 655 8700
APPLICATIONS : The Chief Director Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
- POST 05/23** : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR HR 4/4/7/36**
- SALARY** : R382 245 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : BPROC/ LLB. Admission as an Attorney or Advocate. A valid driving licence. Two (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 organising, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.
- DUTIES** : Appear in court for enforcement of COID and OHS. Manage the implementation of the COIDA and OHS enforcement processes. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement
- ENQUIRIES** : Ms NL Njwambe Tel No: (013) 655 8700
APPLICATIONS : The Provincial Chief Inspector, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
- FOR ATTENTION** : The Provincial Chief Inspector
- POST 05/24** : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/8/617**
- SALARY** : R382 245 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : LLB degree / Four (4) year legal qualification. Drivers Licence. Two (2) years functional experience in legal environment. Admission as an Attorney or Advocate. 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. Enforcement Manual. Batho Pele principles. Skills: Computer literacy. Verbal and written communication. Good interpersonal relations. Computer literacy. Problem solving. Facilitating. Presenting. Conflict management. Research. Litigation.

DUTIES : Implement statutory processes with respect to all Labour Legislation and IES Policies. (Daily). Implement advocacy Programmes on compliance and enforcement. (Daily). Develop and implement a Labour Centre Monitoring program for enforcement files. (Daily). Oversee administration for statutory services in the province (Daily).

ENQUIRIES APPLICATIONS : Mr M Luxande Tel No: (051) 505 6325

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

Sub-directorate: Human Resources Operations, Free State Email: Jobs-fs3@labour.gov.za

POST 05/25 : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTI-CORRUPTION REF NO: HR 4/4/7/37**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Provincial Office: Mpumalanga
: Three-year tertiary qualification in Risk Management/ Internal Audit/ Accounting/ Forensic Investigation. A valid driving licence. Two (2) years Supervisory experience. Two (2) years functional experience in anti-fraud/ corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Funds policies and procedures, All Labour legislations, Anti-fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations Skills: Planning and organising, Time management, Conflict management, Analytical, Investigation, Communication (Verbal & written), Computer literacy, Presentation.

DUTIES : Implement Fraud detection and Anti-Corruption Strategies for Provincial Office. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud & corruption management programmes. Liaise with appropriate section within the Department of Employment and Labour and external stakeholders on Fraud Prevention & Anti-corruption measure.

ENQUIRIES APPLICATIONS : Ms A Mlaba Tel No: (013) 655 8700

FOR ATTENTION : The Deputy Director: Risk Management, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

The Deputy Director: Risk Management

POST 05/26 : **ASSISTANT DIRECTOR: COMMUNICATIONS REF NO: HR 4/4/7/38**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Provincial Office: Mpumalanga
: Three-year relevant tertiary qualification in Communication Science/ Marketing/ Public Relation/ Media Studies and Journalism. Two (2) years supervisory experience Two (2) years functional experience in a media/ public relations/ marketing/ communication services. Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles Skills: Planning and Organizing, Interpersonal, Computer Literacy, Communication Skills, Problem Solving, Listening and observation, Negotiation, Event Management.

DUTIES : Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spoke person for Department of Employment and Labour in the province (daily). Organise stakeholder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the Department of Employment and Labour at Provincial level (monthly). Manage Department of Employment and Labour internal communication such as management of notice boards, posting of information on intranet, updating staff on

issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach programmes, outside broadcasts, national commemorative days etc. (yearly).

ENQUIRIES : Ms M Mazibuko Tel No: (013) 655 8701
APPLICATIONS : The Chief Director: Provincial Operations, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
FOR ATTENTION : The Chief Director: Provincial Operations

POST 05/27 : **SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HR 4/4/7/39**

SALARY : R321 543 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) years tertiary qualification in Accounting/ Finance. Two (2) years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer literacy, Time Management, Analytical, Numeracy, Interpersonal.

DUTIES : Provide accounts receivable and revenue collection service. Render debt recovery service in the Province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/Assets) in the section.

ENQUIRIES : Ms E Baholo Tel No: (013) 655 8700
APPLICATIONS : The Deputy Director: Beneficiary Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
FOR ATTENTION : The Deputy Director: Beneficiary Services

POST 05/28 : **SENIOR ADMINISTRATION OFFICER: GENERAL SUPPORT REF NO: HR 4/4/7/40**

SALARY : R321 543 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : 3 years tertiary qualification in Public Administration/Human Resource Development. 2-3 years' functional experience in Operations/Training and development. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Batho Pele Principles, Employment Services, Assessment, Operations system, Skills Development Act, Public Service Regulations, Public service Act Skills: Communication, Computer literacy, Training, Interpersonal, Presentation, Basic Conditions of Employment.

DUTIES : Verify the list of training needs that adhere with workplace Skills Plan (WSP), Provide training of processing staff and CSOs on procedures, processes and the relevant computer programmes, Verify monthly statistics for sections within the Operations Division and Labour Centres, Coordinate Stakeholder communications in the Business Unit and Labour Centres (e.g. Campaigns/ Briefing Sessions), Provide Administration Services to the Business Unit, Manage resources (Human, Financial, Equipment /Asset) in the section.

ENQUIRIES : Ms E Baholo Tel No: (013) 655 8742
APPLICATIONS : The Deputy Director: Beneficiary Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
FOR ATTENTION : The Deputy Director: Beneficiary Services

POST 05/29 : **SENIOR STATE ACCOUNTANT REF NO: HR 4/4/7/41**

SALARY : R321 543 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three-year tertiary or equivalent qualification in Finance/ Accounting. Two (2) years functional experience in Financial Management Services Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures, Conflict.

<u>DUTIES</u>	:	Skills: Planning and Organizing, Computer Literacy, Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.
	:	Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net) (Daily). Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the Province. Proper control of Petty cash (Daily). Clear suspense accounts and allocated accounts before month closure (Monthly).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NE Mashibini Tel No: (013) 655 8700
	:	The Deputy Director: Finance and Office Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<u>FOR ATTENTION</u>	:	The Deputy Director: Finance and Office Services
<u>POST 05/30</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/7/63</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Mashishing Labour Centre
	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. IM Nkosi Tel No: (013) 235 2368
	:	The Deputy Director: Labour Centre Operations. Private Bag X20081, Mashishing, 1120 Or hand deliver at 51 De Klerk street, Mashishing. Email: Jobs-MP@labour.gov.za
<u>POST 05/31</u>	:	<u>TEAM LEADER REF NO: HR 4/4/8/103</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Labour Centre: Postmasburg
	:	Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State

witness, Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Manage the finalisation of files of cases received and investigations conducted by the Inspectors, Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases, Ensure that non-compliant employers are referred for prosecution within the relevant time frames, Responsible for staff managing resources in the Unit.

ENQUIRIES : Mr R Mashibini Tel No: 053 313 1089
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road. Email: Jobs-POS@Labour.gov.za (Kimberley Labour Centre)

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 05/32 : **INSPECTOR (X2 POSTS)**

SALARY : R321 543 per annum
CENTRE : East London Labour Centre Ref No: HR4/4/5/200 (X1 Post)
 Gqeberha Labour Centre Ref No: HR4/4/5/201 (X1 Post)

REQUIREMENTS : Three-year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB with Two years functional experience in Inspection and Enforcement Services 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, Occupational Health and Safety Act, Compensation for Occupational Injuries Diseases Act, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

DUTIES : Plan and independently conduct inspection with the aim of ensuring compliance with the Basic Conditions of Employment Act. Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct Advocacy Campaigns on all Labour legislations independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr M Njamela Tel No: 043 702 7500

Mr. M Ngqolowa Tel No: 041 506 5077

APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X 9084, East London 5200 or hand delivered at Cnr Oxford & Hill Street, East London via Email: Jobs-EC@labour.gov.za

Deputy Director Labour Centre Operations: Private Bag X 6045, Gqeberha, 6000 or via Email: Jobs-EC@labour.gov.za

POST 05/33 : **ICT TECHNICIAN REF NO: HR 4/4/8/614**

SALARY : R321 543 per annum
CENTRE : Provincial Office: Free State

REQUIREMENTS : Three-year tertiary qualification in Information, Communication Technology or any ICT relevant qualification. Application certification. 2 years functional experience in an ICT environment. Knowledge: Technical standards/procedures. End user support procedures. Operating systems. Active Directory. Backup technologies and processes. ICT Service Management Processes. Department Policies and procedures. Batho Pele Principles. Skills: Communications. Analytical thinking. Process improvement. Leadership. Good interpersonal relation. Listening.

DUTIES : Provide Desktop and Printer support. Provide Call management on Information Technology Service. Management System (ITSM). Provide Local Area Network (LAN) Support.

ENQUIRIES APPLICATIONS : Ms N Tokwe Tel No: (051) 505 6202
: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS2@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 05/34 : **INSPECTOR REF NO: HR 4/4/5/200**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Kariega Labour Centre: Eastern Cape
: Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. One (1) year functional experience in Inspection and enforcement services. Valid driver's licence. Knowledge: departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act Skills: Planning and organizing, computer literacy, interpersonal skills, conflict handling, negotiation skills, problem solving skills, interviewing, listening and observing skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES APPLICATIONS : Ms W Koba Tel No: 041 992 4627
: Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230. Email: Jobs-EC@labour.gov.za

POST 05/35 : **PRACTITIONER PES DELIVERY SUPPORT REF NO: HR 4/4/7/42**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Provincial Office: Mpumalanga
: A relevant three (3) years tertiary qualification or equivalent qualification. Two (2) years functional experience. A valid drivers licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Skills Development, Relevant government strategies Skills: Planning and Organising, Verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Render support on facilitation of stakeholder relations for acquisition of placement opportunities (Daily). Coordinate International Cross-Border Labour Migration functions (Daily). Coordinate the provision of services to distressed companies (Daily). Coordinate the registration and certification of Private Employment Agencies (Daily).

ENQUIRIES APPLICATIONS : Mr EA Masemola Tel No: (013) 655 8700
: The Deputy Director: Public Employment Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

FOR ATTENTION : The Deputy Director: Public Employment Services

POST 05/36 : **POLICY DEVELOPMENT OFFICER REF NO: HR4/22/02/04HO**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Administration/ Public Management/ Human Resources. Two (2) years functional experience in the Employment Equity environment. Knowledge: ILO Conventions especially conventions 100 and 111, Public Finance Management Act, Public Service Act, Codes of Good Practices of EE, Departmental policies and procedures, Policy Formulation, Transformation and Change. Skills: Verbal and

		written communication, Planning and organizing, Minutes taking, Interpersonal relations, Computer literacy, Analytical.
<u>DUTIES</u>	:	Provide support on employment equity policy matters required by the Sub-Directorate. Render administrative support services to the Sub-Directorate. Provide logistical support services to the Sub-Directorate. Maintain an accessible, user-friendly filing system.
<u>ENQUIRIES</u>	:	Mr M Lefika Tel No: 012 309 4214
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ1@labour.gov.za
<u>POST 05/37</u>	:	<u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/8/51</u>
<u>SALARY</u>	:	Grade 1: R260 760 – R302 292 per annum, (OSD) Grade 2: R320 703 – R368 307 per annum, (OSD) Grade 3: R388 974- R492 756 per annum, (OSD)
<u>CENTRE</u>	:	Emalahleni
<u>REQUIREMENTS</u>	:	Four (4) years nursing degree/three years 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>	:	Ms GK Malatsi Tel No: (013) 653 3846
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag X 7293, Emalahleni, 1035 Or hand deliver at 38 Mandela Avenue, or Corner Escombe and Mandela Avenue, Emalahleni
<u>POST 05/38</u>	:	<u>CLAIMS CREDIT OFFICER REF NO: HR 4/4/7/43 (X2 POSTS)</u>
<u>SALARY</u>	:	R211 713 per annum
<u>CENTRE</u>	:	Provincial Office: Mpumalanga
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Generally Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial Systems, Departmental Policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial Management, Communication (Verbal and written), Computer literacy, Time management, Planning and organising, Analytical, Numeracy, Interpersonal.
<u>DUTIES</u>	:	Collect outstanding Overpayments balance. Keep all Overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
<u>ENQUIRIES</u>	:	Ms E Baholo Tel No: (013) 655 8742
<u>APPLICATIONS</u>	:	The Deputy Director: Beneficiary Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za
<u>FOR ATTENTION</u>	:	The Deputy Director: Beneficiary Services

POST 05/39 : **PROVISIONING CLERK REF NO: HR 4/4/7/44**

SALARY : R176 310 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Matriculation/ Grade 12 with passed Commercial Subject (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management, Supply Chain Framework, LOGIS system, Preferential Procurement Policy Framework Act, Departmental policies and procedures. Skills: Client orientation and customer focus, Computer literacy, Presentation, Analytical, Communication, Numeracy.

DUTIES : Provide contract and tender management support to be in line with developed relevant prescripts (Daily). Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.

ENQUIRIES : Ms NE Mashibini Tel No: (013) 655 8700
APPLICATIONS : The Deputy Director: Finance and Office Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

FOR ATTENTION : The Deputy Director: Finance and Office Services

POST 05/40 : **COST ACCOUNTANT CLERK REF NO: HR 4/22/02/03**

SALARY : R176 310 per annum
CENTRE : Supported Employment Enterprises Pretoria
REQUIREMENTS : Grade 12 with Accounting as a major subject Knowledge: Financial Accounting, Sound commercial judgement, Microsoft Excel, Word and Power point, Accrual basis of accounting, GRAP, PFMA and Treasury Regulations Skills Numeracy, Attention to detail and the ability to work logically, consistently, accurately and under pressure, Accounting and auditing skills, Analytical, Computer literacy.

DUTIES : Check the general ledger and prepare the financial reports. Assist in the audit process. Assist in the administration process of irregular, fruitless and wasteful expenditure. Provide administrative support in the managing of leases. Perform the administration of the section.

ENQUIRIES : Ms A Pretorius Tel No: 012 843 7425
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-SEE@labour.gov.za

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

POST 05/41 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

SALARY : R176 310 per annum
CENTRE : Caroline Labour Centre Ref No: HR4/4/7/56
Barberton Labour Centre Ref No: HR4/4/7/57

REQUIREMENTS : A senior certificate. No experience. 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 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 : Mr RL Mokoena Tel No: (017) 883 2414 (Carolina)
Mr N Makgaba Tel No: (013) 712 3066 (Barberton)

APPLICATIONS : The Deputy Director Labour Centre: Private Bag X1634, Barberton, 1300 or hand deliver at: Eurika Centre, Shop no11, Nourse Street, Barberton. Jobs-MPU@labour.gov.za

The Deputy Director Labour Centre: Private Bag X718, Carolina, 1185 or hand deliver at: Landbou Building, 20B Breytenbach Street, Carolina. Jobs-MPU@labour.gov.za

POST 05/42 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (IES) REF NO: HR4/4/7/62**

SALARY : R176 310 per annum
CENTRE : Barberton Labour Centre
REQUIREMENTS : A senior certificate, No experience. 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 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 : Mr N Makgaba Tel No: (013) 712 3066
APPLICATIONS : The Deputy Director Labour Centre: Private Bag X1634, Barberton, 1300 or hand deliver at: Eureka Centre, Shop no11, Nourse Street, Barberton. Jobs-MPU@labour.gov.za