

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** : 06 June 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 (Section A, B, C and D compulsory and section E ignore if CV attached), 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 email or 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 18/15** : **DIRECTOR: LEGAL SERVICES REF NO: HR 5/1/2/3/59**
- SALARY** : R1 073 187 per annum, (all inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF 7) in Law as recognised by SAQA. Pre-entry into the Senior Management Service programme certificate is required. 5 years' experience at middle / senior management in legal services. Knowledge: Compensation Fund Policies, procedures and processes. Human Resource Management principles. COIDA. Public Service Regulations. Customer Service principles (Batho Pele Principles). Technical Knowledge. Customer

Relationship Management. Fund Government and Risk Management. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. SDA & BCEA. Constitution Act 108 of 1996 (amended). Public Finance Management Act (PFMA). National Treasury Regulations. Preferential Procurement Policy Framework (PPPF). Promotion of Access to Information ACT (PAIA). Promotion of Administrative Justice Act. (PAJA). Minimum of Information Security Standard (MISS). Protection of Personal Information Act (POPIA). Governance and Corporate affairs. General Litigation. Legislative Requirements: Public Service Act. Skills: Technical Proficiency. Business Writing Skills. Communication (verbal and written). Problem solving and Decision making. People Management and Empowerment. Client Orientation and Customer Focus. Change management. Work Ethic and self-management. Environmental Awareness.

- DUTIES** : Manage the provision of legal advice and support to all directorates within the Fund. Manage the legislative processes within the Fund. Manage the provision of statutory support services. Manage Litigation in the Fund. Management of resources in the Directorate.
- ENQUIRIE APPLICATIONS** : Ms SBN Mhlungu Tel No: 060 663 7872
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.
- NOTE** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 18/16 : **DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/4/04/03**

SALARY : R882 042 per annum, (all inclusive)

CENTRE : Gauteng Provincial Office

REQUIREMENTS : Three (3) years tertiary qualification in Operations Management/ Operations Research/ Public Management/ Business Administration/ Finance and / or equivalent qualification. Two (2) years management experience. Three (3) years functional experience in Operations. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations System. Skills: Leadership, Management, Financial Management, Report writing (Advance), Computer Literacy, Team Building, Negotiation, Project Management, Analytical, Communication (both verbal & written), Innovative/ Creative.

DUTIES : Monitor the registration of employers and employees declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the Unit. Manage the provision of comprehensive financial administration services. Manage the resources in the Sub Directorate.

ENQUIRIES APPLICATIONS : Mr BJ Dinga Tel No: (011) 853 0303

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 18/17 : **DEPUTY DIRECTOR: MEDICAL BILLING REF NO: HR 5/1/2/3/37**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A Three-year Qualification in Accounting/ Finance/ Business or (Administration)/ Operations Management/ Information Technology/ Clinical Qualification. 5 years' experience in health insurance/medical aid/medical claims processing environment of which 2 years on entry management level. Knowledge: Compensation Fund Policies, procedures and processes. Departmental and Public Service prescripts. Customer service principles (Batho Pele Principles). Technical Knowledge. Relevant Stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA procedures and processes. Biology and medical anatomy. Legislative requirements: COIDA. PFMA. National Treasury Regulations. Skills: Planning

		and Organising. Communication (verbal and written). People and performance management. Business Writing Skills. Problem solving and analysis. Decision making. Analytical Skills. Conflict Management. Team Leadership.
<u>DUTIES</u>	:	Manage the administration of medical billing. Monitor compliance with medical billing procedures. Maintain medical billing codes on Compensation Fund operational system. Management of resources in the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Dolly Nkabinde Tel No: 079 883 0842
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
		Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 18/18</u>	:	<u>DEPUTY DIRECTOR: CLINICAL CODING REF NO: HR 5/1/2/3/38</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all inclusive) Compensation Fund, Pretoria
	:	A Three-year Tertiary qualification in Accounting/ Information Technology / Finance / Clinical Qualification. 5 years clinical coding experience in health insurance/ medical aid/ medical claims processing environment of which 2 years on entry management level. Knowledge: Compensation Fund Policies, procedures and processes. Departmental and Public Service prescripts. Customer service principles (Batho Pele Principles). Technical Knowledge. Relevant Stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA procedures and processes. Biology and medical anatomy. Legislative requirements: COIDA. PFMA. National Treasury Regulations. Skills: Planning and Organising. Communication (verbal and written). People and performance management. Business Writing Skills. Problem solving and analysis. Decision making. Analytical Skills. Conflict Management. Team Leadership.
<u>DUTIES</u>	:	Develop and implement clinical coding strategy and policies. Manage the coding program for the effective and timely coding of diagnoses and procedures for patient. Develop and implement quality assurance system for clinical coding. Management of resources in the sub- directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Dolly Nkabinde Tel No: (079) 883 0842
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
		Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 18/19</u>	:	<u>DEPUTY DIRECTOR: MEDICAL TARIFFS REF NO: HR 5/1/2/3/39</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R744 255 per annum, (all inclusive) Compensation Fund, Pretoria
	:	Three-year tertiary qualification in Accounting/Finance/Internal Auditing/Information Technology/ Clinical qualification. 5 years' relevant experience in health insurance /medical aid/ medical claims environment of which 2 years at the entry management level. Data analytics experience will serve as added advantage. Knowledge: Compensation Fund Policies, procedures and processes. Departmental and Public Service prescripts. Customer service principles (Batho Pele Principles). Technical Knowledge. Relevant Stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA procedures and processes. Biology and medical anatomy. Legislative requirements: COIDA. PFMA. National Treasury Regulations. Skills: Planning and Organising. Communication (verbal and written). People and performance management. Business Writing. Problem solving and analysis. Decision making. Data Analytic. Conflict Management. Team Leadership. Financial management.
<u>DUTIES</u>	:	Manage the administrative of Medical tariffs. Manage and ensure Financial management and compliance to COID tariffs. Gazette and publish medical tariffs. Maintain medical tariffs on the operational system. Management of resources in the Sub-directorate.
<u>ENQUIRIES</u>	:	Dolly Nkabinde Tel No: (079) 883 0842

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

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

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

POST 18/20 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: HR 5/1/2/3/40**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all inclusive)
: Compensation Fund, Pretoria
: Three-year Qualification in Business Management /Business Administration/Sociology/Management Services. 5 years' experience in Monitoring and evaluation which 2 years at Assistant Director Level. Knowledge: Compensation Fund Policies, procedures and processes. Relevant Stakeholders. Technical Knowledge. Monitoring and Evaluation Framework. Financial and budgeting management. Fund Governance and Risk Management. COIDA. Legislative requirements: Public Financial Management Act. National Treasury Regulations. Public service regulations Act. Public Service Regulations (PSR). Skills: Communication Skills (verbal and written). Client orientation and customer focus. Programme and project management. Strong analytical skills. Conflict management. Planning and organising. Problem solving. Computer literacy.

DUTIES : Develop and review monitoring and evaluation framework within the Fund. Manage the organisational performance and evaluation of institutional performance. Manage on-going monitoring and evaluation activities within the fund. Manage of all resources in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr MJ Ledwaba Tel No: (012) 406 5664

FOR ATTENTION : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

NOTE : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund. Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 18/21 : **IT PROJECT MANAGER REF NO: HR 5/1/2/3/41**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all inclusive)
: Compensation Fund, Pretoria
: A three years' qualification in Information Technology / Computer Science / Informatics/ Business applications. Certificate in Project Management will be an added advantage. 5 years' Functional experience in IT project management environment of which 2 years is supervisory experience. Core Knowledge: Compensation Fund Policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Project Risk Management. Project and Programme budgeting. Project management best practice, theory and methodology. Portfolio management/reporting. E-Government enterprise IT programme/projects. Wireless area network and local area network. Legislative requirements: Project Management Standards. Corporate Governance of ICT. Core Technical. Skills: Business writing. Computer Proficiency. Telephone skills and etiquette. Project management. Research skills. Innovation problem solving. Communication (Verbal and Written). Planning and control. Strategic thinking. PMBOK and MS projects.

DUTIES : Initiate, Plan, Scope and Manage IT Projects. Manage project integration for quality purposes. Co-ordinate and manage IT projects according to the IT Project management framework. Manage project quality assurance. Management of resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Metja Thongoane Tel No: (066) 481 6282

FOR ATTENTION : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

NOTE : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund. Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 18/22 : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/6/99**

SALARY : R744 255 per annum, (all inclusive)
CENTRE : Provincial Office Limpopo
REQUIREMENTS : Three-year tertiary qualification in Risk Management / Auditing or Accounting or Economics, Two years Management experience, Three years' functional experience in Risk Management / Internal Audit Knowledge: Public Finance Management Act and Treasury Regulations, Fraud and Corruption Legislative Framework, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organized Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act, Labour Relations Act, Public Service Act and Regulations Skills: Project Management, Analytical, Communication, Interpersonal, Problem solving, Report writing, Computer (Word, Excel, PowerPoint), Mentoring and coaching.

DUTIES : Develop and ensure implementation of Risk Management and Anti-Fraud strategy. Develop plans for risk assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the Unit.

ENQUIRIES : Ms Lebogo SM Tel No: 015 290 1662
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

POST 18/23 : **ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR 4/4/4/04/04**

SALARY : R477 090 per annum
CENTRE : Gauteng Provincial Office
REQUIREMENTS : Three (3) years tertiary qualification in Administration/ Public Management/ equivalent qualifications. Two (2) years functional experience in UI Operations. Two (2) years supervisory experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Condition of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR), Public Service Act (PSA), Operations System. Skills: Communication (both verbal & written) Management, Listening, People Management, Numeracy, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal, Report Writing, Planning and Organizing.

DUTIES : Manage employers' 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, Equipments/ Assets) in the section.

ENQUIRIES : Mr PP Godongwana Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 De Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 18/24 : **ASSISTANT DIRECTOR: HR PLANNING AND EMPLOYMENT EQUITY REF NO: HR 5/1/2/3/42**

SALARY : R382 245 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary Qualification (NQF level 6) in Human Resource Management. 4 year's functional experience at senior practitioner level or equivalent level. Knowledge: DOEL and Compensation Fund business strategies and goals. Compensation Fund value chain. Human Resource Management methods, principles and processes. PFMA. Treasury Regulations. Customer Service (Batho Pele Principles). Legislative Requirements: Public Service Act. Public Service Regulation. Promotion of Access to Information Act. Skills (with related Knowledge): Strategic Leadership. Financial management. Change Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem solving and Analysis. Decision making. People management and Empowerment (including developing others). Communication (written and verbal). Risk management. Computer literacy.

<u>DUTIES</u>	:	Coordinate and manage Human Resource Operations Planning and Controls. Coordinate Human Resource Audits and perform Human Resource Conciliation. Coordinate and facilitate collection of data for Employment Equity (EE). Coordinate and maintain PERSAL establishment within the fund. Management of HR Records. Manage resources in the sub-directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Violet Masemola Tel No: 012 406 5695
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 18/25</u>	:	<u>ASSISTANT DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/43</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary Qualification in Business Administration/ Project Management/Development Studies/ Information Technology. Project Management certificate will be an advantage. 4 years' functional experience in project co-ordinator and management of which 2 years should be supervisory experience. Knowledge: Compensation Fund business strategies and goals. Monitoring and evaluation Platform. Project management principles and methodologies e.g. PMBOK. Project management information technologies e.g MS projects etc. COIDA. Customer Service (Batho Pele Principles). Public policy and frameworks. Legislative Requirements: Public Finance Management Act (PFMA). Public service regulation Act. Treasury regulations. Occupational Health and safety Act (OHS). Promotion of Access to Information Act. PAJA. The Constitution of RSA. Labour relation Act. Employment Equity Act. Skills Development Act. Basic Condition of Employment Act. Skills: Programme and project management. Strong analytical skills. Project monitoring and evaluation. Communication Skills (verbal and written). Conflict management. Decision making. Budgeting and Financial Management. People and Performance management. Diversity management. Planning and organising. Risk Management. Change management.
<u>DUTIES</u>	:	Provide project/programme support in terms of planning project activities and deliverables. Track project budget and expenditure. Co-ordinate project/programme quality management. Assist in ensuring that best practice is implemented in all projects/programmes. Manage resources in the sub-directorates.
<u>ENQUIRIES APPLICATIONS</u>	:	Daniel Letsoalo Tel No: 071 323 6823
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 18/26</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN & JOB EVALUATION REF NO: HR 5/1/2/3/44</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary Qualification in Management Services/ Operations Management/ Production Management/ Industrial Psychology (Human Resource Management/ Public Management/ or (Administration) /Business Management or (Administration) should be supplemented by the certificate in either Applied Organisational Development Programme or Work-Study. Job Evaluation certificate is also required. 4 years' functional experience in organisational development environment, of which two (2) years as a Senior Practitioner or equivalent level. Knowledge: Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Work study techniques, procedures and methods. Organisational design processes and techniques. Job Evaluation system, processes and techniques. White paper on transformation. Legislative Requirements: Public Service Regulations (PSR). PFMA and National Treasury Regulations. Public Service Act (PSA). Labour Relation Act.

- Whitepaper on Transformation. Skills: Problem solving. Root cause Identification. Presentation. Planning and Organizing. Strong Analytical Skill. Communication Skill (both Written and Verbal). Report Writing. Decision making. Budgeting and Financial Management. Continuous improvement. Performance Management.
- DUTIES** : Design and maintain the organisational structures and facilitate the reviews thereof. Facilitate and coordinate the development of Job Descriptions/ profiles for Compensation Fund. Facilitate the process of evaluating existing /new and redefined jobs within Compensation Fund. Management of resources.
- ENQUIRIES APPLICATIONS** : Z Makua Tel No: 0609654799
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.
Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 18/27** : **ASSISTANT DIRECTOR: ETHICS AND INTEGRITY REF NO: HR4/22/05/09HO (X2 POSTS)**
(One (1) year contract)
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum, plus 37% in lieu of benefits
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree(NQF7) in Public Management/ Risk Management/ Auditing and Human Resource Management. Four (4) years' experience in Ethics and Integrity Management of which two (2) years must be at supervisory level. 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, Treasury Regulations, Minimum Information Security Standards, Public Finance Management Act, Skills development. Skills: Diplomacy, Project Management, Interpersonal relation, Communication, Conflict Management, Problem solving.
- DUTIES** : Coordinate and implement Ethics Strategy, Policies and Programmes in the Department. Coordinate implementation report on ethics policies. Implement financial disclosure in the Department. Organise awareness programme regarding integrity matters within the Department. Conduct Ethics investigations in the Department.
- ENQUIRIES APPLICATIONS** : Adv MT Ntleki Tel No: 012 309 4264
- 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
- POST 18/28** : **ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT & EMPLOYMENT RELATIONS REF NO: HR 4/4/10/46**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Provincial Office: Mmabatho
: Three (3) year relevant tertiary qualification in Human Resource Management. Valid driver's license. Two (2) years supervisory experience. Two (2) years functional experience doing Human Resource and Employment Relations Services. Knowledge: Public service transformation and management issues. White paper on transformation of Public service. Ability to convert policy into action. Human Resources Systems and Procedures. Public Service Act and Resolution. Recruitment and Selection. Departmental Policies and Procedures. Batho Pele Principles. Minimum Information Security Standards. Skills: Administration and Financial management, Project Management. Interpersonal. Communication (Verbal and Written). Computer Literacy. Analytical. Problem Solving. Conflict management. People Management.
- DUTIES** : Coordinate and monitor the implementation of human resources management policies in the Province (Daily). Monitor and provide advice on the implementation of Employment Relations policies and prescripts (Weekly). Coordinate and manage the implementation of programmes of Employment Equity. Monitor the administration of service benefits.
- ENQUIRIES** : Ms G Setzin Tel No: (018) 387 8100

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

POST 18/29 : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/637**

SALARY : R261 372 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : Three (3) years tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce/ LLB/ Auditing. A valid Drivers licence. Zero experience. Knowledge: Departmental Policies and Procedures, Batho Pele Principles. Public Financial Management Act, Skills Development Act and Employment Equity. Skills: Facilitations, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical Research and Project Management.

DUTIES : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regular and when there are amendments.

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

POST 18/30 : **CHIEF SECURITY OFFICER REF NO: HR 4/4/8/40**

SALARY : R261 372 per annum
CENTRE : Provincial Office: Northern Cape
REQUIREMENTS : Three (3) years relevant tertiary qualification in Security/ Risk Management. One (1) year functional experience in the Security Services. Knowledge: Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Skills: Leadership Skills, Good written and verbal communication skills, Conflict management skills, Interpersonal relations skills, Investigative analysis skills.

DUTIES : Monitor access control within designated buildings, Implement Physical Security Plan. Implement Information and Personnel Security plan. Manage contingency plan. Supervise security staff.

ENQUIRIES : Mr TD Mhlophe Tel No: 053 838 1501
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

POST 18/31 : **CLIENT SERVICE OFFICER (X2 POSTS)**

SALARY : R211 713 per annum
CENTRE : Labour Centre: Temba Ref No: HR 4/4/10/27 (X1 Post)
Labour Centre: Vryburg Ref No: HR 4/4/10/47 (X1 Post)
REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. Zero Experience. Knowledge: All Labour Legislations and Regulations. Private Employment Agency regulations and related ILO conventions. Public Service Regulations. Public Service Act. Knowledge of all Departmental Policies, Procedures & 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 and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES : Ms G Malungana Tel No: (012) 127 1437
Ms N Litheko Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein.

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

GRADUATE INTERNSHIP PROGRAMME FOR 2022/2023 TO 2024 FINANCIAL YEAR
The Department of Employment and Labour, Free State Provincial Office would like to invite qualifying applicants to apply for Graduate Internship programme for the Financial year 2022/2023 to 2024. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed at the Public Service, never participated in any Internship programme and must be between the age of 18-35.

OTHER POST

POST 18/32 : **STATUTORY SERVICES: INTERN REF NO: HR 4/4/8/661**

SALARY : R6083.33 per month
CENTRE : Provincial Office: Free State
REQUIREMENTS : BCOM Law/ LLB/ Labour Relations/ Paralegal. No Experience required.
DUTIES : Administration duties.
ENQUIRIES : Mr N Luxande Tel No: (051) 505 6235
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