

## 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** : 27 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](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 fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by 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)

## OTHER POSTS

- POST 21/36** : **EMPLOYER SERVICE COORDINATOR REF NO: HR4/4/6/100**
- SALARY** : R477 090 per annum
- CENTRE** : Provincial Office: Limpopo
- REQUIREMENTS** : Three (3) years relevant tertiary qualification in Social Science (Psychology), Public Administration/ Business Administration. Two (2) years management experience and two (2) years functional experience in Public Employment/ Public Administration/ Management Services. Knowledge: Relevant ILO Conventions, Financial Management, Human Resources Management, Recruitment and Selection Process, Relevant government strategies. Skills: Planning and Organizing, Verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, Leadership, Networking, Information Management.
- DUTIES** : Coordinate International Cross Boarder Labour Migration and the PEA / TES functions. Coordinate the provision of services to distress companies. Facilitate

stakeholder relations for acquisition of placement opportunities. Provide operational and technical support to Labour Centres for the delivery of effective employer services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective employer services. Facilitate the training of ESSA end users (internal and external) on employer services.

**ENQUIRIES** : Ms. MS Lebogo Tel No: 015 290 1662  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo

**POST 21/37** : **ASSISTANT DIRECTOR: POLICY RESEARCH AND MONITORING REF NO: HR 4/22/06/11HO**

**SALARY** : R382 245 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Human Resources Management. Four (4) years' experience of which two (2) years at Supervisory level (Senior Admin Officer/ Practitioner) and two (2) years functional experience in Human Resources Management Policy Research and Monitoring. Driver's Licence. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, All Labour Legislations, Public Financial Management Act. Skills: Communication (both verbal and writing), Project Management, Financial Management, Leadership, Ability to convert policy into action, Strategic Management, Decision making, Interpersonal, Computer literacy, Facilitation.

**DUTIES** : Co-ordinate the development and revision of Human Resources Policies. Provide support and advice on Human Resources policies and practices to clients. Supervise and ensure that the staff establishment is monitored as well as updated through the relevant systems in the department. Monitor and ensure implementation of the Employment Equity Plan. Co-ordinate the implementation of the Departmental Mid Term Expenditure Framework, Human Resource Plan.

**ENQUIRIES** : Ms L Rudah Tel No: (012) 309 4659  
**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

**POST 21/38** : **ASSISTANT DIRECTOR COID STATUTORY SERVICES REF NO: HR HR 4/4/8/39**

**SALARY** : R382 245 per annum  
**CENTRE** : Provincial Office: Northern Cape  
**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 the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programme for inspectors in the Province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.

**ENQUIRIES** : Mr IS Vass 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

**POST 21/39** : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: 4/4/8/41**

**SALARY** : R382 245 per annum

**CENTRE REQUIREMENTS** : Provincial Office: Northern Cape  
 : LLB degree / Four (4) year legal qualification, Valid driver's license. 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), Manage the resources within the Unit.

**ENQUIRIES APPLICATIONS** : Mr IS Vass Tel No: (053) 838 1702  
 : 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 21/40** : **SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO: HR4/4/6/102**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Provincial Office: Limpopo  
 : Three years' tertiary qualification in Public Administration/Human Resource Development, Two – three years' functional experience in Operations/ Training and development. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Batho Pele Principles, Employment Services, Assessment, Operations system e.g. Siyaya Systems, 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. Provide training of processing staff and Client Service Officers on procedures, processes and the relevant computer programmes. Verify monthly statistics for sections within the Operations Divisions 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, Equipments/Assets) in the section.

**ENQUIRIES APPLICATIONS** : Ms. TE Maluleke Tel No: 015 290 1768  
 : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo

**POST 21/41** : **SENIOR STATE ACCOUNTANT REF NO: HR4/4/4/11/13**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Provincial Office, Gauteng  
 : Three (3) year tertiary qualification or equivalent qualification in Finance/Accounting. Two (2) years functional experience in Financial Management Services. Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Batho Pele Principles, Treasury Regulations, Financial prescripts and manuals, Conflict resolution. Skills: Planning and Organizing, Communication, Computer literacy, Interpersonal, Problem Solving, Supervisory skills, Accounting, Innovative, Analytical, Presentation skills, Analysis, Assertiveness, Attention to detail, Client focused, Organizational goal-driven, Punctuality, Self-motivated, Disciplined, Honesty.

**DUTIES** : 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 unallocated accounts before month-end closure (monthly). Manage the resource of the section.

**ENQUIRIES** : Mr T Makgafela Tel No: (011) 853 0500

**APPLICATIONS** : 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 21/42** : **TEAM LEADER REF NO: HR4/4/7/85**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre: Emalahleni  
**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Employment Equity Act, Immigration Act. Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance Management, Communication.

**DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with the of ensuring compliance with some of Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), 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, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Conduct advocacy campaigns on all labour legislation regularly, 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.

**ENQUIRIES** : Ms GK Malatsi Tel No: 013 653 3800  
**APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 38 Mandela Ave, or Corner Escombe & Mandela Ave, Emalahleni.

**POST 21/43** : **SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/4/05/07**

**SALARY** : R321 543 per annum  
**CENTRE** : Gauteng Provincial Office  
**REQUIREMENTS** : Three years' relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management. Two years' functional experience in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contribution Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing skills, Time Management, Conflict Management, Analytical, Investigation skills, Communication, Computer Literacy, Presentation skills, Communication skills.

**DUTIES** : Implement Fraud and Corruption Prevention Strategies, Conduct Investigations on reported Fraud and Corruption, analyse system capabilities to anti-fraud management programmes, Liaise with appropriate sections within the Department of Labour and external stakeholders on Fraud Prevention measures.

**ENQUIRIES** : Ms SI Tyantsi Tel No: (011) 853 0899  
**APPLICATIONS** : 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 21/44** : **INSPECTOR (X3 POSTS)**

**SALARY** : R261 372 per annum  
**CENTRE** : Pretoria Labour Centre Ref No: HR 4/4/4/05/06 (X1 Post)  
Johannesburg Labour Centre Ref No: HR 4/4/4/05/12 (X2 Posts)

- REQUIREMENTS** : Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid drivers 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 Conflict Management, Interpersonal Relations, Organizing Goal driven, Disciplined and ability to meet deadlines, Assertiveness.
- 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** : Ms M A Phasha Tel No: (012) 309 5000 (Pretoria)  
Ms F S Tshabalala Tel No: (011) 853 0300 (Johannesburg)
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
- FOR ATTENTION** : Sub-directorate: Human Resource Management, Provincial Office: Gauteng
- POST 21/45** : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/23**
- SALARY** : R261 372 per annum  
**CENTRE** : Provincial Office, KZN  
**REQUIREMENTS** : Three (3) year qualification in Financial Accounting/ BCOM Accounting/ Accounting/ LLB/ BCOM Law/ BCOM in Commerce/ Auditing. Valid driver's Licence. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contributions Act, Skills Development Act and Employment Equity Act. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem Solving, interviewing skills, Communication: Written and Verbal, Innovative and creative, Analytical, and Research.
- DUTIES** : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitors and evaluate impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI and COIDA regularly and when there are amendments.
- ENQUIRIES** : Mr EM Khambula Tel No: 031 366 2201  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KZN
- POST 21/46** : **COID EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/24**
- SALARY** : R261 372 per annum  
**CENTRE** : Provincial Office, KZN  
**REQUIREMENTS** : Three (3) year qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce. Valid driver's Licence. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, Compensation of Occupational and Injury Disease Act, OHS Act and Regulations, UIA & UICA, Public Service Act, Public Service Regulations, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and organising, Communication Written and Verbal, Computer literacy, Interpersonal, Problem Solving, Interpersonal, Innovative and creative.
- DUTIES** : Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.
- ENQUIRIES** : Mr EM Khambula Tel No: 031 366 2201

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KZN

**POST 21/47** : **CHIEF SECURITY OFFICER REF NO: HR4/4/5/21**

**SALARY** : R261 372 per annum

**CENTRE** : Durban Labour Centre

**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Security/Risk Management. One (1) year functional experience in the Security Services. (PSIRA). 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.

**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 S Biyase Tel No: (031) 336 1500

**APPLICATIONS** : Deputy Director: Durban Labour Centre: PO Box 10074, Marine Parade, 4056 or hand deliver at Government Buildings, Masonic Grove, Durban.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Durban: KZN

**POST 21/48** : **CLIENT SERVICE OFFICER REF NO: HR4/4/6/105**

**SALARY** : R211 713 per annum

**CENTRE** : Labour Centre: Modimolle

**REQUIREMENTS** : Grade twelve. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines. Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication skills, Ability to interpret legislation, Problem solving skills.

**DUTIES** : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all 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 & Diseases Act (COIDA) and Employer registration forms for COIDA.

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

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo

**POST 21/49** : **INSPECTOR (X2 POSTS)**

**SALARY** : R211 713 per annum

**CENTRE** : Emalahleni Labour Centre Ref No: HR4/4/7/82 (X1 Post)  
Middleburg Labour Centre Ref No: HR4/4/7/83 (X1 Post)

**REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid drivers licence. Zero experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

**DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

**ENQUIRIES** : Ms GK Malatsi Tel No: 013 653 3800  
Mr T Milanzi Tel No: 013 283 3600 (Middleburg Labour Centre)

**APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 38 Mandela Ave, or Corner Escombe & Mandela Ave, Emalahleni.  
Deputy Director Labour Centre Operations: Private Bag X251833, Middleburg, 1050 or hand deliver at Emily Hobhouse Building, 175 Cowen Nthuli Street, Middleburg.

**POST 21/50** : **RECORDS ADMINISTRATOR: UI REF NO: HR 4/4/4/05/08 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R211 713 per annum  
: Gauteng Provincial Office  
: Grade 12/ Senior Certificate or equivalent with zero experience. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organizing.

**DUTIES** : Maintain the filling system as per the directives of the archives and records management prescripts, Sort and prepare documents for disposal process as in line with the relevant prescripts, perform administrative duties within the Section as and when the need arises.

**ENQUIRIES APPLICATIONS** : Mr PP Godongwana Tel No: (011) 853 0300  
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein

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

**POST 21/51** : **CLAIMS CREDIT OFFICER (X3 POSTS)**

**SALARY CENTRE** : R211 713 per annum  
: Gauteng Provincial Office but stationed at Ga-Rankuwa L/C Ref No: HR 4/4/4/05/09 (X1 Post)  
: Gauteng Provincial Office but stationed at Sebokeng L/C Ref No: HR 4/4/4/05/10 (X1 Post)  
: Germiston Labour Centre Ref No: HR 4/4/4/05/04 (X1 Post)

**REQUIREMENTS** : Grade 12/ Senior Certificate or equivalent. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial System, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Process and Procedures.

**DUTIES** : Collect outstanding Overpayments balance, keep all overpayment Debtors Records manually and electronically, Monitor the payments of benefits of clients.

**ENQUIRIES** : Mr PL Ranwashe Tel No: (012) 700 0290  
: Mr PH Mtolo Tel No: (016) 430 0000  
: Ms SH Ceasar Tel No: (011) 898 3349

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein

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

**POST 21/52** : **MSS ADMINISTRATION CLERK REF NO: HR 4/4/4/05/03**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Carletonville Labour Centre  
: Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles. Departmental Policies and Procedures. Treasury Regulations. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Computer Literacy. Analytical. Planning and Organising.

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

**ENQUIRIES APPLICATIONS** : Mr B P Mosoeu Tel No: (018) 788 3281  
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein

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

**POST 21/53** : **PERSONNEL OFFICER REF NO: HR 4/4/05/11**

**SALARY** : R176 310 per annum  
**CENTRE** : Provincial Office: Gauteng  
**REQUIREMENTS** : Matriculation/Grade 12 / Senior Certificate plus Certificate in Human Resource Management Field. Knowledge: Departmental policies and procedures, HR related systems (PERSAL) Batho Pele Principles, Employment Equity Act, Public Service Regulations. Skills: Computer Literacy, Analytical, Communication, Planning and Organizing.

**DUTIES** : Facilitate and provide administrative support for service benefits of employees. Provide support to the recruitment and selection processes. Capture and update all personal data on PERSAL system. Attend to client's enquiries.

**ENQUIRIES** : Ms M H Rampou 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 Resource Management, Provincial Office: Gauteng

**POST 21/54** : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/05/11**

**SALARY** : R176 310 per annum  
**CENTRE** : Nigel Labour Centre  
**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate with Zero (0) 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 R Madonsela Tel No: 011 814 7096  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein

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

**POST 21/55** : **OFFICE AID (X2 POSTS)**

**SALARY** : R124 434 per annum  
**CENTRE** : Krugersdorp Labour Centre Ref No: HR 4/4/05/02 (X1 Post)  
 Petrusburg Labour Centre Ref No: HR 4/4/8/671 (X1 Post)

**REQUIREMENTS** : Standard 8/ Grade 10. Knowledge: Cleaning Practices. Catering. Office Practice. Skills: Interpersonal. Verbal Communication and Listening.

**DUTIES** : Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.

**ENQUIRIES** : Mr DA Mc Donald Tel No: (011) 955 4420  
 Mr D Namane Tel No: (053) 574 0980

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 de Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng  
 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