

**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** : 04 July 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)

**MANAGEMENT ECHELON**

- POST 22/20** : **PROVINCIAL CHIEF INSPECTOR REF NO: HR4/4/7/86**
- SALARY** : R1 073 187 per annum, (all inclusive)
- CENTRE** : Provincial Office Mpumalanga
- REQUIREMENTS** : Three (3) year undergraduate B. Degree/B-Tech/ Adv. Diploma (NQF 7)/ NQF 7 Qualification in Chemical Engineering/Electrical Engineering/ Construction Engineering/ Mechatronics Engineering/ Environmental Health/ BCOM Law/ LLB Degree/ B-Tech in Labour Law/ B-Tech in Labour Relations/ BCOM Accounting/ Auditing. A valid driver's licence. Five (5) years middle management experience and three (3) years functional experience in Inspections enforcement/ legal or compliance. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, LRA, BCEA, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contributions Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation skills, Planning and

Organising, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Research skills, Project Management.

**DUTIES** : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Manage IES strategies and directives.

**ENQUIRIES** : Ms M Mazibuko Tel No: 013 653 3800

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

#### OTHER POSTS

**POST 22/21** : **DEPUTY DIRECTOR: BUSINESS CONTINUITY AND COMPLIANCE MANAGEMENT REF NO: HR 5/1/2/3/60**

**SALARY** : R744 255 per annum, (all inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Three- year tertiary qualification in Disaster Management/ Law/ Compliance Management/ Risk Management. National certificate in Business Management is required. 5 years' functional experience in Compliance Management, and Business Continuity Management / Disaster Recovery/ Crisis Management of which 3 years is on management level. Knowledge: Compensation Fund strategic objectives. Customer Service principles (Batho Pele Principles). Public Service Act and Regulations. Knowledge of corporate governance requirements. Internal Audit and assurance practices. Enterprise risk management concepts, frameworks and method. Awareness of risk finance and risk control concepts. Experience of crisis and/or incident management processes. Promotion of Access to information Act. Promotion of Justice to Information Act (PAJA). Public Service Act. Public Service Regulations. National Treasury Regulations. Public Finance Management Act Legislative requirements: Compensation for Occupational Injuries and diseases Act (COIDA). Occupational Health and Safety Act (OHS). Disaster Management Act Skills: Computer literacy. Decision making. Financial Management. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Diversity Management. Planning and organising. Problem solving. Project or programme management. Leadership. Risk management.

**DUTIES** : Develop and manage business continuity and compliance management plans, policies and strategies. Manage the implementation of the Fund's compliance management programme. Manage the entity –wide business continuity strategies and response arrangements. Manage the coordination of awareness campaigns to alert employees of disruptive events. Manage resources and all resources in the sub-directorate.

**ENQUIRIES** : Mr V Mafata Tel No: 27 12 319 9495

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> 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 22/22** : **SAP ANALYST (CASE MANAGEMENT TECHNICAL SUPPORT) REF NO HR/22/06/07HO**  
(1 year fixed term contract)

**SALARY** : R477 090 per annum, plus 37% in lieu of benefits

**CENTRE** : IES, Head Office, Pretoria

**REQUIREMENTS** : National Diploma (NQF6) Undergraduate Degree (NQF7) in Information Technology/Informatics/NDip in Information technology (Software development/Computer Science PLUS Microsoft and /or SAP Certificate (ASP K4+ or equivalent) +ITIL Foundation. Four (4) years functional/technical experience on CX projects OR equivalent experience in similar internal IT Team role i.e. as lead of SAP/ in terms of developing, implementing and sustaining SharePoint and workflow systems at a Group wide level-and/ or managing integration of API's in a multi-vendor IT landscape / business

systems. Knowledge: Broad knowledge of SAP functional areas, Good experience of working on a highly customized SAP system, Technical standards/ procedures, Workflow Automation, Report writing using ALV and ABAP lists, SAP ECC and Insurance knowledge, Working knowledge of Solution Manager, Dialogue programming, Solutions Development Life Cycle. Skills: Application support, Maintenance, Software system analysis, End user training, Project management, User exists/ enhancements.

**DUTIES** : Document and develop technical design for IES SAP solutions. Analyse, specify and configure IES SAP Business Objects Module. Provide support and maintenance of SAP applications. Maintain authorization, organizational structure, CRM and reporting modules.

**ENQUIRIES APPLICATIONS** : Adv. F Bede Tel No: 012 309 4896  
 : 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 22/23** : **PRINCIPAL INSPECTOR: MAJOR HAZARD INSTALLATIONS AND EXPLOSIVES REF NO: HR4/4/5/29**

**SALARY CENTRE REQUIREMENTS** : R477 090 per annum  
 : Provincial Office, KZN  
 : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF7) in Chemical Engineering/ Chemistry/ Explosive Management/ Explosives Engineering. Four (4) year functional experience in Major Hazard Installations and Explosives. Valid driver's Licence. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS Standards, OHS Management System. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem Solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research and Project Management.

**DUTIES** : Provide inputs into the development and implementation of Major Hazard Installations and Explosives policies and strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Major Hazard Installations and Explosives regularly as per OHS programme. Conduct technical research on latest trends of occupational health and safety in relation to Major Hazard Installations and Explosives. Provide support for enforcement action, including preparation of reports for legal proceedings.

**ENQUIRIES APPLICATIONS** : Mr EM Khambula Tel No: 031 366 2201  
 : 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 22/24** : **ASSISTANT DIRECTOR: LABOUR MARKET INFORMATION STATISTICS REF NO: HR4/4/6/106**

**SALARY CENTRE REQUIREMENTS** : R477 090 per annum  
 : Provincial Office: Limpopo  
 : Three (3) year tertiary qualification in Economics/ Statistics/ Social sciences (sociology, demography), Four years functional experience in labour market research field service and a valid driver's license Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Methodology, Project management. SKILLS: Analytical, Communication, Interpersonal, Innovative, creative and leadership, Management, planning and organizing, Stress management, Team management, Data analysis, Statistical software skills, Research, monitoring and, evaluation.

**DUTIES** : Monitor and evaluate the impact of labour legislation. Monitor and conduct the national and provincial research studies. Contribute and participate in the development of Research Monitoring and Evaluation. Manage all the resources of the Sub-Unit.

**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 22/25** : **ASSISTANT DIRECTOR: IT ADMINISTRATION AND OFFICE SERVICES**  
**REF NO: HR4/4/5/25**

**SALARY** : R382 245 per annum  
**CENTER** : Provincial Office, KZN  
**REQUIREMENTS** : Three (3) years relevant tertiary qualification in Business/ Public Administration/ Management or Financial Management. Two (2) year's Supervisory experience. Two (2) year's functional experience in the Administration Services. Valid driver's Licence. Knowledge: Relevant Departmental Policies and Procedures, Basis Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Act, National Archives and Records Services, Safety and Security, Accommodation procedures, Damage and Loss control. Skills: Communication, Interpersonal relations, Decision-making, Problem Solving, Presentation, Conflict Management and Computer literacy.

**DUTIES** : Manage the accommodation and maintenance operations for the Province. Facilitate the administration functions on security services within the Province. Manage and monitor effective registry services in the Province. Monitor and ensure that all ITC equipment is operational.

**ENQUIRIES** : Mr M Mwelase Tel No: 031 366 2316.  
**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 22/26** : **ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR**  
**5/1/2/3/61**

**SALARY** : R382 245 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Three-year qualification in Risk Management / Internal Auditing. 4 years' functional experience in risk or Internal audit environment at Senior Practitioner level or equivalent. Knowledge: Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value Chain and business processes. Customer Service principles. (Batho Pele Principles). Extensive Knowledge and Understanding of Treasury Audits. Corporate governance guidelines and the development of policies and strategies. Risk assessment. Risk management and audit practices. Knowledge of investigation methods and techniques. Required Information technology knowledge. Compensation fund information technology operating systems. DPSA guidelines on COIDA. Framework for risk governance. Risk management compliance. Risk management policies and procedure. Legislative requirements: Public Finance Management Act (PFMA). Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public service regulations. Treasury regulations. Supply chain management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Unemployment Insurance Fund. LRA, EE Act, SDA & BCEA Skills: Excellent communication (verbal and written). Programme and project management. Problem solving analysis. Conflict management. Research analysis and methodology. Decision making. Budgeting and Financial Management. People and Performance management. Developing others. Diversity Management.

**DUTIES** : Provide Inputs to manage risk management services within the Fund. Facilitate risk assessments process and profiling to ensure effective risk and control identification. Coordinate risk awareness, education and training programmes. Management of resources.

**ENQUIRIES** : Mpumelelo Msimango Tel No: 0123199472  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> 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 22/27** : **ASSISTANT DIRECTOR: FACILITIES REF NO: HR 5/1/2/3/63**

**SALARY** : R382 245 per annum

**CENTRE REQUIREMENTS** : Compensation Fund, Pretoria  
: A Three years' tertiary qualification in Building Science/Architecture/Civil Engineering/Quantity Survey/Facilities Management and Property Management. 4 years' functional experience in facilities and building management of which 2 years is supervisory experience Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering technical knowledge Legislative requirements: Occupational Health and Safety Act (OHS) and OHS relevant Regulations. COIDA. Public Service Regulations. Public service Act. National Environmental Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Business Writing. Decision Making. Budgeting and financial management. Communication and Information Management. People and performance management. Project or programme management. Planning and Organising. Problem Solving. Team leadership.

**DUTIES** : Coordinate the implementation of preventative maintenance plans to support the objectives of the Fund. Coordinate. Coordinate and monitor the implementation of repairs and maintenance projects. Coordinate related facilities contracts. Management of resources.

**ENQUIRIES APPLICATIONS** : Mr MS Mokau Tel No: 012 3199198  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> 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 22/28** : **SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/5/22**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: Provincial Office, KZN  
: Three (3) years relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management. Two (2) years functional experience in anti-fraud and corruption. Valid driver's Licence. Knowledge: Investigative Principles and Practice, Departmental and the Fund's Policies and Procedures, Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, Basic Knowledge of all Labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations and Batho Pele Principles. Skills: Planning and organising, Time Management, Conflict Management, Analytical, Investigation, Communication, Computer literacy, and Presentation.

**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 APPLICATIONS** : Mr S Mpanza Tel No: 031 366 2186  
: 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 22/29** : **SENIOR STATE ACCOUNTANT FINANCE REF NO: HR4/4/5/26**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: Provincial Office, KZN  
: Three (3) years tertiary or equivalent qualification in Finance/ Accounting. Two (2) years functional experience in Financial Management Services. Knowledge: Public Financial Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho-Pele principles, Departmental Policies and Procedures, Conflict. Skills Planning and Organising, Computer literacy, Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.

**DUTIES** : Authorise 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 closure (Monthly).

**ENQUIRIES** : Mr M Mwelase Tel No: 031 366 2316

**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 22/30** : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**

**SALARY** : R321 543 per annum

**CENTRE** : Klerksdorp Labour Centre Ref No: HR 4/4/10/40 (X1 Post)  
Stanger KZN Ref No: HR4/4/5/27 (X1 Post)

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

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

**ENQUIRIES** : Mr UT Qambata Tel No: (018) 387 8195

**APPLICATIONS** : Ms S Mkhize Tel No: (032) 551 7300  
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735. Or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho. Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4001 or hand deliver at 12 Cator Street, Stanger.

**FOR ATTENTION** : Sub-directorate: Human Resources Management  
Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 22/31** : **SENIOR ADMINISTRATIVE OFFICER: PES REF NO: HR 4/4/10/44**

**SALARY** : R321 543 per annum

**CENTRE** : Provincial Office, Mmabatho

**REQUIREMENTS** : Three-year relevant tertiary qualification in Social Sciences (Psychology; Public/ Business Administration). Two (2) years functional experience in Public Employment/ Administration Services. Knowledge: ILO Conventions, PFMA, Human Resource Management, Skills Development. Skills: Planning and organising. Communication. Computer. Analytical. Presentation. Interpersonal. Leadership. Networking.

**DUTIES** : Coordinate information for compilation of reports (Daily). Coordinate PES training processes to effect positive on service delivery (Monthly). Evaluate and monitor the implementation of employment services in the province (Daily). Provide administration support service within PES section (Daily). Manage all the resources of the Sub-Section (Daily).

**ENQUIRIES** : Mr UT Qambata Tel No: (018) 387 8195

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

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

**POST 22/32** : **CLIENT SERVICE OFFICER-MOBILE LABOUR CENTRE REF NO: HR 4/4/1/150**

**SALARY** : R261 372 per annum

**CENTRE** : Lusikisiki Labour Centre, Eastern Cape

**REQUIREMENTS** : Three-year qualification Public/Business Administration/Management/Transport Management. One (1) year relevant experience in Client Service Officer. Code 10 Driver's license and a PDP. Knowledge: Departmental policies and procedures, Skills Development Act,

Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act, COIDA, Occupational Health and Safety Act, Skills Development Levies Act. Skills: Computer Literacy, Planning and organising. Of work, Time management, Innovative, Communication, Interviewing, Listening, Interpersonal, Accurate data capturing, Ability to communicate in the local language, Ability to interpret legislation, Problem Solving.

**DUTIES** : Render effective ES functions. Render effective Beneficiary Services functions. Provide effective inspection and Enforcement Services. Render general services.

**ENQUIRIES APPLICATIONS** : Ms Getyeza Tel No: (039) 253 5949

**FOR ATTENTION** : Deputy Director: Labour Centre Operations, The Head Labour Private Bag X 1002 Lusikisiki 4820, 5100. Hand delivery Corner Stanford and Jacaranda - street Lusikisiki, 4820.

**POST 22/33** : **ADMIN OFFICER: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/64**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Compensation Fund, Pretoria  
: Three-year tertiary qualification in Accounting/ Auditing/ Compliance Management. 1 year functional in Auditing/ Compliance /Accounting environment. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customers. Customer service (Batho Pele Principles). COIDA. Public Service Act. Legislative requirements: COIDA. Public Finance Management Act. National Treasury Regulations. PoPIA. PAIA. Skills: Technical Proficiency. Communication (verbal and written). Meeting planning, organisation and facilitation. Data and records management. Telephone skills and Etiquette. Problem solving and decision making. Computer literacy. Respect and concern for others. Analytical thinking. Pro-activeness and initiative. Honesty, integrity and work ethic.

**DUTIES** : Analyse various data reports to identify possible non-compliant employers. Profile identified non-compliant employers. Assist in conducting employer compliance audits in terms of COIDA. Coordinate employer complaints and queries received in the sub directorate relating to employer obligations. Render administrative support to the sub- directorate.

**ENQUIRIES APPLICATIONS** : Phinias Mafagane Tel No: 072 666 7196

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

**NOTE** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**POST 22/34** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 22/34** : **SUPPLY CHAIN MANAGEMENT: PRACTITIONER: QUOTATIONS REF NO: HR 5/1/2/3/65**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Compensation Fund, Pretoria  
: Three-year tertiary qualification in Supply Chain Management /Purchasing/Logistics. 1-year functional experience in supply chain (Quotations) environment Knowledge: Compensation Fund policies, procedures and processes. Relevant Stakeholders and customers. Customers Service (Batho Pele Principles). Supply Chain procurement guidelines. COIDA. Broad Based Black Economic Empowerment. Legislative requirements: Preferential Procurement Policy Framework Act. Public Finance Management Act (PFMA). National Treasury Regulations Skills: Required Technical proficiency. Performance Management. Communication (verbal and written). Data and records management. Telephone Skills and Etiquette. Problem solving and decision making.

**DUTIES** : Check and verify received requisition forms. Request Quotations from suppliers. Provide secretarial functions to the Sub-Bid Adjudication Committee (SABAC). Supervision of staff.

**ENQUIRIES APPLICATIONS** : Boitumelo Kau Tel No: 066 471 6579  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> 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 22/35** : **MAINTENANCE OFFICER (MECHANICAL) REF NO: HR 5/1/2/3/67**
- SALARY** : R211 713 per annum
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Three-year qualification in mechanical engineering. 1-year functional experience in mechanical maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering/technical knowledge Legislative requirements: Occupational health and Safety Act and OHS relevant Regulations. COIDA. Public Service Regulations. Public service Act. National Environmental Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act Skills: Required Technical Proficiency. Decision making. Communication (Verbal and Communication). Planning and Organising. Problem solving. Project or programme management.
- DUTIES** : Perform Scheduled mechanical presentative duties as per maintenance plan to support the objectives of the Fund. Conduct mechanical component assessment to effect all unplanned repairs and maintenance needs. Assess and monitor mechanical related contractors. Render administration duties for the section.
- ENQUIRIES** : Mr MS Mokau Tel No: 012 3199198
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> 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 22/36** : **INSPECTOR POST REF NO: HR4/4/7/87**
- SALARY** : R211 713 per annum
- CENTRE** : Ermelo Labour Centre
- REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's 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 L Mashego Tel No: 017 819 7632
- APPLICATIONS** : Deputy Director Labour Centre Operations: Private Bag X9054, Ermelo, 2350 or hand deliver at Merino building, Cnr. of De Jager & Joubert Street, Ermelo.
- POST 22/37** : **ADMINISTRATION CLERK: EMPLOYER AUDIT SERVICES REF NO: HR4/4/5/28**
- SALARY** : R176 310 per annum
- CENTRE** : Provincial Office, KZN
- REQUIREMENTS** : Grade 12/ Matriculation/ Senior Certificate. Knowledge: Batho Pele Principles, Public Service Regulations and Act, PFMA. Skills: Communication, Computer literacy, Listening, Time management, Planning and organising.
- DUTIES** : Handle orders, receive and distribution of materials to the official in the section. Handle and record incoming and outgoing of mails for the section. Administer



employer audit services. Manage information system in the section. Provide logistical support functions.

**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 22/38** : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/411 (X2 POSTS)**

**SALARY** : R176 310 per annum

**CENTRE** : Gqeberha Labour Centre, Eastern Cape Province

**REQUIREMENTS** : Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Departmental Policies and Procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal Relations, Problem Solving, Computer Literacy, Analytical, Planning and Organising.

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

**ENQUIRIES** : Mr MP Ngqolowa Tel No: 041 506 5000

**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag x 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Gqeberha

**POST 22/39** : **TELECOM OPERATOR REF NO: HR 4/4/10/47**

**SALARY** : R176 310 per annum

**CENTRE** : Provincial Office, Mmabatho

**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Telephone etiquette. Departmental Policies. Knowledge of Switchboard operations. Skills: Communication skills. Listening skills. Judgement. Diplomacy. Identify problems. Interpersonal relationship. Basic literacy.

**DUTIES** : Render an effective and efficient telephonic service. Give assistance to IT Admin and Office services Unit.

**ENQUIRIES** : Mr UT Qambata Tel No: (018) 387 8195

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

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

**POST 22/40** : **ACCOUNTING CLERK: FINANCE REF NO: HR4/4/1/124**

**SALARY** : R176 310 per annum

**CENTRE** : Provincial Office Eastern Cape

**REQUIREMENTS** : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. Knowledge: Departmental policies and procedures, Batho Pele principles, Financial prescripts and manuals, Public Finance Management ACT (PFMA), Treasury Regulations. Skills: Communication skills, Problem Solving skill, Planning and organising skills, Computer literacy, Accounting, Analysis.

**DUTIES** : Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts before month closure.

**ENQUIRIES** : Mr M Futshane Tel No: 043 701 3010

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

**FOR ATTENTION** : Chief Director: Provincial Operations

- POST 22/41** : **SUPPLY CHAIN MANAGEMENT: CLERK REF NO: HR 5/1/2/3/68 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Compensation Fund, Pretoria  
: Grade 12. No Experience is required. Knowledge: Data capturing. Collecting statistics. Compensation Fund business processes, procedure, policies. Stakeholders and customers. Customer Service (Batho Pele Principles). Technical Knowledge. Legislative requirements: Public Finance Management Act (PFMA). Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Flexibility. Decision making. Self-Management. Team player.
- DUTIES** : Render asset management clerical support. Render demand and acquisition clerical support. Render logistical support services.
- ENQUIRIES APPLICATIONS** : Lilian Magwai Tel No: 066 587 2233  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> 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 22/42** : **PERSONNEL OFFICER: EMPLOYEE HEALTH AND WELLNESS REF NO: HR 5/1/2/3/69**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Compensation Fund, Pretoria  
: Grade 12. Knowledge: Compensation Fund objectives and business functions. Compensation Fund Value Chain and business processes. Relevant Fund policies, procedures and processes. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge Legislative Requirements: COIDA Act, Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Skills: Required Technical proficiency. Business writing skills. Required IT Skills. Data Capturing. Data and Record management. Telephone skills and Etiquette.
- DUTIES** : Administrate the campaigns of Employee Health and Wellness. Render effective administrative support services. Safe keep HR records.
- ENQUIRIES APPLICATIONS** : Mr I Makala: Tel No: 060 963 4717  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> 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 22/43** : **PERSONNEL OFFICER: PERFORMANCE MANAGEMENT REF NO: HR 5/1/2/3/70**
- SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Compensation Fund, Pretoria  
: Grade 12. No Experience Required Knowledge: Compensation Fund objectives and business functions. Compensation Fund Value chain and business processes. Relevant Fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Fund Values Legislative requirements: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations Skills: Teamwork and Collaboration. Communication (verbal and Written). Quality and Excellence Orientation. Self and Time Management. Honesty, integrity and Work Ethic. Adaptation to change.
- DUTIES** : Render administrative support with regards to Performance Agreements. Coordinate the administration of performance Assessments. Provide administrative support for probation performance Reporting. Safe Keep HR Records.
- ENQUIRIES APPLICATIONS** : Mr SM Mashinini Tel No: 012 406 5803  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> 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 22/44** : **PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/71**

**SALARY** : R176 310 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Grade 12. No Experience Required Knowledge: Compensation Fund objectives and business functions. Compensation Fund Objectives and business activities. Directorate or sub directorate goals and performance requirements. Compensation Fund services. Compensation Fund value chain and business processes. Stakeholders and customers. Customer services (Batho Pele Principles). Risk awareness. COIDA Act, regulations and policies. Human Resource Planning Procedure Legislative requirements: COIDA Act regulations and policies. Occupational Health and Safety Act (OHAS). PFMA and National Treasury Regulations. General Knowledge of the Public Service regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data capturing. Data and record management. Telephone skills and Etiquette.

**DUTIES** : Administer the filling of vacancies for the Fund. Administer HR information system. Administer recruitment and selection activities. Safe keep HR Records.

**ENQUIRIES** : Mr B Mthombeni Tel No: 060 989 8301  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> HRM.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities.

**POST 22/45** : **ARCHIVES CLERK REF NO: HR 5/1/2/3/72 (X2 POSTS)**

**SALARY** : R176 310 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Matric (NQF 4). No Experience Required Knowledge: Compensation Fund objectives. Customer Service (Batho Pele Principles). Basic Conditions of Employment Act. COIDA. Public Service Act. Legislative requirements: National Archives and Records Services Act. Promotion of Administrative Justice Act (PAJA). Protection of Personal Information (POPI). PFMA and National Treasury Regulation. Skills: Communication (verbal and written). Computer Literacy. Data capturing. Organisation Skills. Filing. Interpersonal relations.

**DUTIES** : Execute filling and archiving of all resources in accordance with relevant procedures. Administer archival records and keep them in good condition. Execute records disposal activities within the Fund.

**ENQUIRIES** : Mrs M Gcwabaza Tel No: 012 319 9282  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> 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 22/46** : **SECURITY OFFICER REF NO: HR 5/1/2/3/73 (X3 POSTS)**

**SALARY** : R147 459 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Grade 12. No Experience Required Knowledge: DoEL and Compensation Fund objectives and business functions. Directorate or subordinate goals performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Relevant Fund Policies, procedures and processes. Stakeholder and customers. Customer Service (Batho Pele Principles). Fund Values. Batho Pele Principle Legislative requirements: Public service Act. Occupational Health and Safety Act (OHS). Minimum Information Security. Minimum physical Security Standard. Private Security Industry Regulation Act. Public Finance Management Act. Skills: Interpersonal. Organising. Communication. Problem solving. Presentation. Computer literacy. Telephone Skills and Etiquette.

- DUTIES** : Conduct security control in accordance to policy and procedure. Provide security to equipment, building and premises. Adhere to procedure.
- ENQUIRIES** : Ms MS Mabaswa Tel No: 082 8897 377
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6<sup>th</sup> 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.