

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** : 15 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. 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 24/10** : **PRINCIPAL COID EMPLOYER AUDITOR REF NO: HR4/4/5/35**
- SALARY** : R477 090 per annum
- CENTRE** : Provincial Office, KZN
- REQUIREMENTS** : Three (3) years tertiary qualification in Financial Accounting/ BCOM Accounting/ BCOM Law/ BCOM Commerce/ LLB. Two (2) years functional experience in compliance/ Inspections and Enforcement Environment. Two (2) years supervisory experience. Valid driver's Licence. Knowledge: Departmental Policies and Procedures, Basic Conditions of Employment Act, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and Regulations, Public Service Regulations, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and organising, Communication written and verbal, Computer literacy, Research, Interpersonal, Innovative and creative.

DUTIES : Manage the implementation of SOP's and COIDA employer audit service enforcement strategy. Manage the inspection and audits of the employers in relation to COIDA. Manage and coordinate advocacy campaigns on COIDA. Manage resources of the section.

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 24/11 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE : R382 245 per annum
: Provincial Office Limpopo Ref No: HR 4/4/6/101 (X1 Post)
: Provincial Office: Free State Ref No: HR 4/4/8/676 (X1 Post)

REQUIREMENTS : Three years' qualification in Office Management/ Administration/ Public Administration, Two years' Supervisory experience, Two years' functional experience in office support environment. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. SKILLS: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.

DUTIES : Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the unit. Compile reports for complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.

ENQUIRIES : Ms TE Maluleke Tel No: 015 290 1662
: Mr N Luxande Tel No: (051) 505 6235

APPLICATIONS : **Polokwane:** Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane
Bloemfontein: 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 Management, Polokwane
: Sub-directorate: Human Resources Operations, Free State

POST 24/12 : **ASSISTANT DIRECTOR: HRO & ER REF NO: HR 4/4/8/685**

SALARY CENTRE : R382 245 per annum
: Provincial Office: Free State

REQUIREMENTS : A three-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 convert policy into action, Human Resources System 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. Manage staff and all resources of the Sub-Directorate.

ENQUIRIES : Mr S Segalo Tel No: (051) 505 6206

APPLICATIONS : Chief Director Tel No: 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 24/13

OHS INSPECTOR (X2 POSTS)

- SALARY** : R321 543 per annum
CENTRE : Klerksdorp Labour Centre Ref No: HR 4/4/10/42 (X1 Post)
Labour Centre, Louis Trichardt Ref No: HR 4/4/6/108 (X1 Post)
- REQUIREMENTS** : Senior Certificate plus 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Registration with the relevant recognized professional body is an added advantage but not compulsory. Valid Drivers Licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES** : Mr UT Qambata Tel No: (018) 387 8195
Ms J Fope Tel No: 015 290 1699
- APPLICATIONS** : **Mmabatho:** Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
Polokwane: 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
Sub-directorate: Human Resources Management, Limpopo

POST 24/14

TEAM LEADER REF NO: HR 4/4/10/43

- SALARY** : R321 543 per annum
CENTRE : Lichtenburg Labour Centre
- 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 APPLICATIONS : Mr UT Qambata Tel No: (018) 387 8195

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho Sub-directorate: Human Resources Management.

POST 24/15 : **SENIOR FRAUD INVESTIGATOR REF NO: HR 4/4/8/683**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Provincial Office: Free State
 : 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 environment. Knowledge: Investigative Principles and Practices, 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 Legislation, 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 APPLICATIONS : Mr Z Malusi Tel No: (051) 505 6351

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Sub-directorate: Human Resources Operations, Free State

POST 24/16 : **SENIOR PRACTITIONER: EMPLOYEE HEALTH AND WELNESS REF NO: HR4/4/3/1/SPEHW/UIF**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Unemployment Insurance Fund, Pretoria
 : Three-year tertiary qualification in Social Science/Social Work/ Psychology. Registration with HPCSA or SACSSP will be an added advantage. Two (2) years functional experience in the Employee Health and Wellness environment. Knowledge: Employee Health Wellness Programmes (EHWP), Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Negotiation, Counselling, Motivational, Problem Solving, Presentation, Planning and Organizing, Communication (Verbal and Written), Computer Literacy, Report Writing, Creativity, Numeracy.

DUTIES : Arrange employee support services through integrated wellness programmes. Provide assistance on chronic illnesses in the workplace (HIV/AIDS, TB, etc.). Facilitate crises intervention, therapy and counselling to employees. Implement Employee Health and Wellness Strategic Framework.

ENQUIRIES APPLICATIONS : Mr SR Makwela Tel No: (012) 337 1772

FOR ATTENTION : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

POST 24/17 : **SENIOR PRACTITIONER: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR4/4/3/1/SPEPM/UIF**
 (Re-Advertisement)

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Unemployment Insurance Fund, Pretoria
 : Three-year tertiary qualification in Human Resource Management/ Public Management/ Public Administration. Two (2) years functional experience in Performance Management environment. Knowledge: Human Resource

- Management, Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Performance Management Systems (PMS), Basic Conditions of Employment Act (BCEA). Skills: Presentation, Time Management, Communication, Computer Literacy, Financial Management, Planning and Organising.
- DUTIES** : Provide administrative support and ensure correct implementation of the performance management and development system for the Department. Provide support to the Fund's performance management structures. Capture performance management documents on PERSAL. Provide Performance Management and Development System advice and guidance. Supervise human resources/ staff.
- ENQUIRIES APPLICATIONS** : Ms BE Dweba Tel No: (012) 337 1845
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 24/18** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**
- SALARY CENTRE** : R261 372 per annum
: Kariega Labour Centre, Eastern Cape Ref No: HR 4/4/1/45 (X1 Post)
: Labour Centre Louis Trichardt Ref No: HR4/4/6/103 (X1 Post)
- REQUIREMENTS** : Three years' qualification Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid Driver's license. 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: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing, listening and observation skills, Negotiation skills, Conflict handling skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
- DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with the 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) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
- ENQUIRES** : Ms W Koba Tel No: 041 992 4627
: Ms. JM Fope Tel No: 015 290 1699
- APPLICATIONS** : Deputy Director: Labour Centre Operations: P. O. Box 562 Uitenhage, 6230
: 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 24/19** : **ADMINISTRATION OFFICER REF NO: HR4/4/5/31**
- SALARY CENTRE** : R261 372 per annum
: Provincial Office, KZN
- REQUIREMENTS** : Three (3) year's relevant tertiary qualification in Social Sciences (Psychology, Public/ Business Administration). One (1) year functional experience in Public Employment/ Administration Services. Knowledge: Social Plan Guidelines. ILO Conventions. PEA regulations. Skills: Planning and organising, Communication, Computer literacy, Analytical, Presentation, Interpersonal, and Report writing.
- DUTIES** : Render human resources management functions for the PES business unit. Provide support for the budget administration of the PES business unit. Provide administrative support for the training of the unemployed. Consolidate monthly and quarterly statistics for the PES Business Unit. Perform general administrative functions to the PES Business.
- ENQUIRIES** : Ms Z Dlamini Tel No: 031 366 2010

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 24/20 : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/6/109**

SALARY : R261 372 per annum

CENTRE : Provincial Office Limpopo

REQUIREMENTS : Three-year tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ LLB/ BCOM Law/ BCOM in Commerce/ Auditing and valid driver's license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. SKILLS: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Problem solving, Interviewing, Communication (written and verbal), Innovative and creative, Analytical, Research.

DUTIES : Perform and monitor the implementation of Unemployment Insurance Act and Compensation for Occupational Injuries and Diseases Act. 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 regularly and when there are amendments.

ENQUIRIES : Ms TE Maluleke Tel No: 015 290 1768

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 24/21 : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/47**

SALARY : R261 372 per annum

CENTRE : Provincial Office: Kimberley

REQUIREMENTS : Three-year qualification in Finance Accounting/ BCOM Accounting/ Accounting/ LLB/ BCOM LAW/ BCOM in Commerce/ Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Communication: Written and verbal, Innovative and creative, Analytical, Research.

DUTIES : Perform monitor the implementation of UIA and COIDA Programme. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Co-ordinate the process that monitors and evaluates 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 IS Vass Tel No: (053) 838 1702

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 24/22 : **OFFICE ADMINISTRATOR REF NO: HR4/4/4/06/01**

SALARY : R261 372 per annum

CENTRE : Gauteng Provincial Office

REQUIREMENTS : Three years' relevant qualification in Office Management/ Information Management and Technology/Public/Business Administration/Management. One (1) year functional experience in Office Administration/ Secretarial Services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management.

DUTIES : Provide a receptionist support to the Chief/ Directorate including diary management for the Chief/ Director, Render a Secretariat Service for the Office of the Chief/ Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief/ Directorate. Facilitate and coordinate all

logistical and resource requirements of the Chief/ Directorate. Provide Management Information and records management services in the Chief/ Directorate. Track and monitor projects tasks within the Chief/ Directorate.

ENQUIRIES : Mr BJ Dingaan Tel No: (011) 853 0303

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 24/23 : **CLAIMS ASSESSOR: COID SERVICES REF NO: HR4/4/1/125**

SALARY : R261 372 per annum

CENTRE : Komani Labour Centre Eastern Cape

REQUIREMENTS : Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant (policies, procedures and processes), Customer Service (Batho Pele Principles), Risk Awareness and COID Tariffs. Skills: Required Technical Proficiency, Communication (Verbal. Written, Listening and Questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking and Problem solving and decision making.

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

ENQUIRIES : Mr K Mbande Tel No: 045 807 5400

APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 323 Queenstown, 5320, Hand deliver at No 10 Robinson Road Queenstown.

FOR ATTENTION : Chief Director: Provincial Operations

POST 24/24 : **INSPECTOR (X5 POSTS)**

SALARY : R211 713 per annum

CENTRE : Rustenburg Labour Centre Ref No: HR 4/4/10/45 (X1 Post)
Potchefstroom Labour Centre Ref No: HR 4/4/10/46 (X1 Post)
Pietermaritzburg Labour Ref No: HR4/4/5/33 (X1 Post)
Labour Centre Jane Furse (Station: Burgersfort Satellite Office) Ref No: HR4/4/6/104 (X1 Post)
Labour Centre Mokopane Ref No: HR4/4/6/107 (X1 Post)

REQUIREMENTS : Three-year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. No experience required. A valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Analytical.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic of Conditions of Employment Act(BCEA) Labour Relations Act, Employment Equity Act, Unemployment Insurance Act, Compensation for occupational Injuries and Diseases Act, Occupational Health and Safety, Skills Development Act and UCA. Execute investigations and 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 legislations. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr UT Qambata Tel No: (018) 387 8195
Mr MSJ September Tel No: (033) 341 5300
Ms JM Fope Tel No: 015 290 1699
Ms TE Maluleke Tel No: 015 290 1768

APPLICATIONS : **Mmabatho:** Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
Pietermaritzburg: Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.

| | | |
|-----------------------------|---|---|
| | | Polokwane: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Management Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg. Sub-directorate: Human Resources Management, Limpopo |
| <u>POST 24/25</u> | : | <u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X9 POSTS)</u> |
| <u>SALARY CENTRE</u> | : | R211 713 per annum Vryheid Labour Centre Ref No: HR4/4/5/30 (X1 Post) Verulam Labour Centre Ref No: HR4/4/5/40 (X3 Posts) Richards Bay Labour Centre Ref No: HR4/4/5/39 (X2 Posts) Ulundi Labour Centre Ref No: HR4/4/5/38 (X3 Posts) |
| <u>REQUIREMENTS</u> | : | Matriculation/ Grade 12. 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, Ability to interpret legislation, Problem solving. |
| <u>DUTIES</u> | : | 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 Legislation 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. |
| <u>ENQUIRIES</u> | : | Mr F Dladla Tel No: (034) 980 8820(Vryheid) Mr B Zondi Tel No: (032) 541 5600 (Verulam) Mr KI Ximba Tel No: (035) 780 8700 (Richards Bay) Mr TJ Nkosi Tel No: (035) 879 8800(Ulundi) |
| <u>APPLICATIONS</u> | : | Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 or hand deliver at 13 Wick Street, Verulam Deputy Director: Richards Bay Labour Centre, Private Bag x 20033, Empangeni 3880 or hand deliver at 11 Lira Rink Road, Richards Bay Deputy Director: Ulundi Labour Centre, Private Bag x 56, Ulundi 3838Or hand deliver at Unit A Wombe Street, Ulundi |
| <u>FOR ATTENTION</u> | : | Sub-directorate: Human Resources Operations, KwaZulu-Natal Sub-directorate: Human Resources Operations, KwaZulu-Natal Sub-directorate: Human Resources Operations, KwaZulu-Natal Sub-directorate: Human Resources Operations, KwaZulu-Natal |
| <u>POST 24/26</u> | : | <u>SENIOR ADMINISTRATION CLERK (CLAIMS PROCESSOR) REF NO: HR 4/4/8/686</u> |
| <u>SALARY CENTRE</u> | : | R211 713 per annum Welkom Labour Centre |
| <u>REQUIREMENTS</u> | : | Grade 12/ Three-year tertiary qualification degree/ Diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience on Compensation and medical claims processing. Knowledge: DEL and Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Relevant Fund Policies, procedures and processes. Human Anatomy/ Biology, Medical terminology. Stakeholders and customers. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. IT Operating Systems. Risk Awareness. COIDA Act. Regulations and Policies. DPSA guidelines on COIDA. COIDA tariffs. Technical Knowledge. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Fund IT Operating Systems. Data Capturing. Data and records management. Telephone Skills and Etiquette. |
| <u>DUTIES</u> | : | Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties. |
| <u>ENQUIRIES</u> | : | Ms M Mamburu Tel No: (057) 391 0200 |

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 24/27 : **UI CLAIMS OFFICER REF NO: HR 4/4/8/687**

SALARY : R211 713 per annum
CENTRE : Zastron Labour Centre
REQUIREMENTS : Grade 12\ Senior Certificate; 0-6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and Procedures, Customer Care. Skills: Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Decision Making.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES : Mr. C van Niekerk Tel No: (051) 673 1471
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 24/28 : **CLAIMS PROCESSOR REF NO: HR4/4/5/34**

SALARY : R211 713 per annum
CENTRE : Pietermaritzburg Labour
REQUIREMENTS : Grade 12 Certificate. Three (3) year tertiary qualification in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM will be added advantage. Knowledge: Public Service Act, Compensation Fund business strategies and goals, Compensation Fund Value Chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), and Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Adjudicate the registered claims. Preparation of compensation benefits. Handle claim enquiries. Render administration activities.

ENQUIRIES : Mr MSJ September Tel No: (033) 341 5300
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200
OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.

FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg.

POST 24/29 : **PRINCIPAL MACHINE OPERATOR REF NO: HR4/4/3/1/PMO/UIF**

SALARY : R147 459 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Senior Certificate /Grade 12. No experience required. Knowledge: Public Financial Management Act (PFMA), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Promotion of Access to Information Act (PAIA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Negotiation, Analytical, Accuracy.

DUTIES : Reproduce official documentation according to the customer specifications. Ensure that all photocopy machines, binding machines etc. are in good condition. Render administration duties as and when there is a need.

ENQUIRIES : Mr MC Moraoswi Tel No: (012) 337 1562 /1757
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF