

## 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.*

<b><u>CLOSING DATE</u></b>	:	22 July 2022 at 16:00
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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

<b><u>POST 25/37</u></b>	:	<b><u>ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR4/4/10/435</u></b>
<b><u>SALARY</u></b>	:	R477 090 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary qualification in Administration/ Public Management/ Business Administration/ Operations Research/ Finance. Valid Driver's Licence. Two (2) years Supervisory experience. Two (2) years functional experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service

Regulations (PSR), Public Service Act (PSA), Operations systems. Skills: Communication (verbal and written), Management, Listening, People Management, Numeracy, Computer Literacy. Time Management, Customer Relations, Analytical.

**DUTIES** : Manage employee's declarations and maintain database. Monitor the provision of assessment, validation and adjudications of claims, Manage Registry Services for Beneficiary Services. Monitor and ensure that all appeal are processed effectively and efficiently in the Province. Manage resources (Human, Financial, Equipment's /Assets) in the section.

**ENQUIRIES** : Mr. Q Bowman at 082 901 3232

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 25/38** : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/10/436**

**SALARY** : R477 090 per annum

**CENTRE** : Provincial Office: Western Cape

**REQUIREMENTS** : A Three (3) year tertiary qualification in Public Management/Business Management/ HRM/ Operations Management/ Nursing. Three (3) years functional experience in a claims/medical insurance processing environment on senior claim assessor/supervisor level. Knowledge: Public Service Regulations, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Services, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operating Systems, Technical Knowledge, Public Service Act. Skills: Required Technical Proficiency, Communication, Business Writing Skills, Required IT skills, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment (including developing others), Client Orientation and Customer Focus, Work Ethic and Self-management, Risk Management and Corporate Governance.

**DUTIES** : Provide oversight and control to the claims processing and employer assessment processes as required in terms of the segregation of duties, Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

**ENQUIRIES** : Mr. Q Bowman at 082 901 3232

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 25/39** : **PRINCIPAL INSPECTOR: CIVIL AND CONSTRUCTION ENGINEERING REF NO: HR4/4/10/437**

**SALARY** : R477 090 per annum

**CENTRE** : Provincial Office: Western Cape

**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Civil/ Construction Engineering. Four (4) years functional experience in Civil/ Construction services, Valid Driver's Licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS Standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project Management.

**DUTIES** : Provide inputs into the development of Civil and Construction Engineering Policies to ensure implementation of OHS strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Civil and Construction Engineering regularly as per OHS Programme. Conduct technical research on the latest trends of Occupational Health and Safety in terms of Civil and Construction Engineering Sector. Provide Support for enforcement action, including preparations of report and legal proceedings.

**ENQUIRIES** : Mr. Q Bowman at 082 901 3232

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 25/40** : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR 4/4/10/438 (X2 POSTS)**  
Re-advertisement, applicants who previously applied must-reapply

**SALARY** : R382 245 per annum

**CENTRE** : Provincial Office: Western Cape

**REQUIREMENTS** : Three (3) year tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Development Studies/ Social Science. Valid Driver's License. 4 Years' experience of which two (2) years must functional experience in Labour Activation Programme/ Employment Programmes/ Enterprise Development/ Entrepreneurial, and two years (2) experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Project Management Methodology (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

**DUTIES** : Implementing training/ skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management systems and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

**ENQUIRIES** : Mr. Q Bowman at 082 901 3232

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 25/41** : **SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATIVE OFFICER) REF NO: HR HR 4/4/10/439**

**SALARY** : R321 245 per annum

**CENTRE** : Labour Centre: Cape Town (Western Cape)

**REQUIREMENTS** : Three-year tertiary qualification degree or diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three (3) to five (5) years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge Compensation Fund policies and processes, Relevant Stakeholders, Human anatomy/ Biology and medical terminology, Customer service (Batho Pele Principles), COID tariffs, Public Service Charter, Risk awareness, COID tariffs, COID Act, Regulations and Policies, constitution Act, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF), PFMA and Treasury Regulations, COIDA, Occupational Health and Safety Act (OHS) Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT,

Communication (written and verbal), Data Capturing, Data and records management, Telephone Etiquette.

**DUTIES** : Administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim, Quality assurance for Medical/ accounts payments. Serve as a Team Leader/ Supervisor.

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman at 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 25/42** : **EMPLOYMENT SERVICE PRACTITIONER II (ESPII) REF NO: HR 4/4/10/442**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: Labour Centre: George (Western Cape)  
: Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. Valid drivers licence. Two (2) years functional experience in client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conversions related to PES. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

**DUTIES** : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers, Process requests for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills, Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES), Supervise the provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Schemes, Supervise the administration of employer services at the Labour Centre.

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman at 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 25/43** : **CLAIMS ASSESSOR (ADMINISTRATIVE OFFICER) REF NO: HR 4/4/10/440**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Labour Centre: George (Western Cape)  
: Three-year tertiary qualification degree or diploma in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM is required. One (1) year functional experience in compensation and medical claims processing environment. 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), Risk Awareness, 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, Problem solving and decision making.

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

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman at 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 25/44** : **PERFORMANCE INFORMATION MANAGEMENT (PIM) OFFICER REF NO: HR4/4/10/444**  
(Re-advertisement, applicants who previously applied must-reapply)

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Provincial Office (LMIS): Western Cape  
: Three (3) year tertiary qualification in Statistics/ Public Administration/ Public Management/ Monitoring and Evaluation; an Advance Diploma in Monitoring and Evaluation will be an added advantage. One-year functional experience in Data Management / Monitoring and Evaluation. Valid Driver's License. Knowledge: Labour Legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, Creative, Data analysis, Statistical and research, Computer, Management and leadership.

**DUTIES** : Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.

**ENQUIRIES APPLICATIONS** : Mr Q Bowman at 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town

**POST 25/45** : **CHIEF SECURITY OFFICER REF NO: HR 4/4/10/443**

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

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

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman at 082 901 3232  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 25/46** : **ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/445**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Labour Centre: Bellville (Western Cape)  
: Three (3) year tertiary qualification in Public/ Human Resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Batho Pele Principles. Departmental policies, procedures and guidelines. Treasury regulations. Public Finance Management Act. Skills: Interpersonal skills. Telephone etiquette. Interviewing skills. Computer literacy. Listening skills. Communication skills. Ability to interpret legislation. Problem solving skills. Basic mediation skills. Analytical skills. Report writing skills. Tactical skills.

<b><u>DUTIES</u></b>	:	Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr Q Bowman at 082 901 3232
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town
<b><u>POST 25/47</u></b>	:	<b><u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/10/441</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R260 760 – R302 292 per annum, (OSD) Grade 2: R320 703 – R368 307 per annum, (OSD) Grade 3: R388 974 - R492 756 per annum, (OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	George (Western Cape) Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. <b>Grade 1:</b> 2 to 9 years' experience gained after registration. <b>Grade 2:</b> 10-19 years' experience gained after registration. <b>Grade 3:</b> 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Q Bowman at 082 901 3232
	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 25/48</u></b>	:	<b><u>CLIENT SERVICE OFFICER (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R211 713 per annum
<b><u>CENTRE</u></b>	:	Cape Town Labour Centre (Western Cape) Ref No: HR4/4/10/446 Bellville Labour Centre (Western Cape) Ref No: HR4/4/10/447
<b><u>REQUIREMENTS</u></b>	:	Matriculation/ Grade 12. No experience. 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.
<b><u>DUTIES</u></b>	:	Render services at help desk as first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations.

Receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and Employer registration forms for COIDA.

**ENQUIRIES** : Mr. Q Bowman at 082 901 3232

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 25/49** : **INSPECTOR BCE REF NO: HR 4/4/10/45 (X2 POSTS)**

**SALARY** : R211 713 per annum

**CENTRE** : Brits Labour Centre

**REQUIREMENTS** : Three-years tertiary qualification in Labour Relations / BCOM Law / LLB. No experience required. A valid motor vehicle driving license. Knowledge: National Minimum Wage Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Compensation for Occupational Diseases and Injuries Act. Skills: Facilitation, Planning and organizing (Own work), Interpersonal skills, Computing (spread sheets, Power point and word processing), Problem solving skills, Interviewing skills, Verbal and written communication skills, Analytical.

**DUTIES** : Monitor compliance by conducting inspections to determine level of compliance with BCEA and Sectoral Determinations and NMWA. Execute investigations on reported complaints pertaining to contravention of BCEA, Sectoral Determination and NMWA and enforce where and when necessary. Serve enforcement notices on non-complying employers. Process on non-complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the BCEA and NMW Act.

**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 25/50** : **ENIOR ADMIN CLERK: CLAIMS PROCESSOR (X7 POSTS)**

**SALARY** : R211 713 per annum

**CENTRE** : Mafikeng Labour Centre Ref No: HR4/4/10/46 (X1 Post)  
Klerksdorp Labour Centre Ref No: HR4/4/10/47 (X6 Posts)

**REQUIREMENTS** : Grade twelve certificate. No experience required. Knowledge: Department of Labour 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 customer. 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 operation systems. Data capturing. Data and records management. Telephone Skills and Etiquette.

**DUTIES** : Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES** : Ms Z Sekate Tel No: 018 387 8194

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

**POST 25/51** : **CLIENT SERVICE OFFICER: COID REF NO: HR4/4/10/48**

**SALARY** : R211 713 per annum

**CENTRE** : Christiana Labour Centre

**REQUIREMENTS** : Grade twelve certificate. No experience required. Knowledge: Public Service Act. Public Service Regulation. Compensation Fund Business strategies and goals.

Compensation Fund Value Chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer service (Batho Pele Principles). Technical Knowledge. Skills: Computer Literacy. Business Writing Skills. Listening Skills. Telephone etiquette. Basic interpersonal skills.

**DUTIES** : Receive and verify documents for registration. Register the claims on the Operational System. Assist employer service at the kiosk, online system and service centres. Handle all service related queries and complaints.

**ENQUIRIES** : Ms Z Sekate Tel No: 018 387 8194

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

**POST 25/52** : **SECURITY OFFICER REF NO: HR 4/4/8/46**

**SALARY** : R147 459 per annum

**CENTRE** : Kuruman Labour Centre – Northern Cape

**REQUIREMENTS** : Matriculation/ Grade 12 / Senior Certificate NQF4 Certificate plus Grade C Security Certificate plus registered with the SIRA. No experience required. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict management, Coordination skills, Computer Literacy. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulation Act, Departmental Policies and Procedures.

**DUTIES** : Control access in and out of the Labour Centre and a Provincial Office. Secure the flow of information and assets within the Labour Centre and a Provincial office. Conduct security patrols of the buildings and offices to ensure safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.

**ENQUIRIES** : Mr Z Gwiliza Tel No: (053) 712 3952

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Priel Road

**FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley