

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 August 2022 at 16:00
- NOTE** : Instruction: 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 only (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 instruction/ 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)
- ERRATUM:** Kindly note the advertised posts of Supervisor: Registration Services X1 Klerksdorp Labour Centre Ref No: HR 4/4/10/40 and Client Service Officer: COID X1 Christiana Labour Centre Ref No: HR 4/4/10/48 advertised on Public Service Vacancy Circular 22 dated 17 June 2022 with a closing date of 04 July 2022 are hereby withdrawn. Enquiries contact Mr. UT Qambata Tel No: (018) 387 8195.

MANAGEMENT ECHELON

- POST 28/08** : **DIRECTOR: MEDICAL BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/36**
- SALARY CENTRE REQUIREMENTS** : R1 073 187 per annum, (all inclusive)
: Compensation Fund, Pretoria
: Undergraduate qualification (NQF Level 7) in Accounting / Finance / Business Management or (Administration) / Clinical qualification /Information Technology. A pre-Certificate for SMS is required. 5 years' technical

experience at Middle/Senior Management level in health insurance/medical aid/ medical claims processing environment. Knowledge: Compensation Fund policies, procedures and processes. Technical knowledge. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Governance and Risk Management. Budgeting and Financial Management. COID, procedures and processes. Biological and medical Anatomy. Legislative requirements: COIDA. Medical Scheme Act. National Treasury Regulations. Public Finance Management Act (PFMA). White paper on transformation of Public Service. Skills with related knowledge: Technical proficiency. Communication (Verbal and Written). Managing inter-personal conflict. Change management. Strategic planning. Financial management. Project management. Problem solving. People and performance management. Analytical thinking. Decision making. Team leadership. Negotiation.

- DUTIES** : Develop, reviews policies and procedures for Medical Billing, Tariffs and Clinical Coding. Manage and monitor the administration of medical tariffs Services. Oversee the administration of clinical coding services. Oversee the administration of Medical Billing procedures. Management of the resources in the Directorate.
- ENQUIRIES APPLICATIONS** : Milly Ruiters Tel No: 082 943 2728
- NOTE** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM. Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 28/09 : **DEPUTY DIRECTOR: MANUAL DECLARATIONS AND NON-TERMINATION REF NO: HR 4/4/3/2/DDMDNT/UIF**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all inclusive)
Unemployment Insurance Fund, Pretoria

: Three (3) years tertiary qualification in Public Administration/ Public Management/ Business Administration / Business Management / Financial Management / Management/ Operations Management / Administration Management. Three (3) years functional experience in Operations Management environment. Two (2) years' experience at management level in Operations. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), National Archives and Records Services of South Africa Act. Skills: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organising, Diversity Management, Project Management.

DUTIES : Manage manual registration of employers and employees. Manage manual declarations of employers. Monitor the maintenance of employers and employee's database. Monitor the effective rendering of imaging services in the Fund. Manage resources (Human, Finance, Equipment/ Assets) within the Sub-Directorate.

ENQUIRIES APPLICATIONS : Ms S Naicker Tel No: (012) 337 1983 / 1654

: 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 28/10 : **DEPUTY DIRECTOR: MAINTENANCE MANAGEMENT REF NO: HR 4/4/3/2/DDMM/UIF**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all inclusive)
Unemployment Insurance Fund, Pretoria

: Three (3) year tertiary qualification in Property Management/ Facility Management/ Public Administration or Management. Five (5) years' experience of which three (3) years must be functional experience in Maintenance Management and two (2) years must be junior managerial experience (Assistant Director) in maintenance Management. Knowledge: Public Financial Management Act (PFMA), Facilities Management/

Maintenance, Property/ Facility Management, Supply Chain Management, Occupational Health and Safety Act (OHSA). Skills: Financial Management, Analytical, Problem Solving, Project Management, Presentation, Planning and Organising, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Manage and maintain provisioning of Facilities Management Services of UIF properties. Monitor the provision of general maintenance, cleaning and parking services. Monitor and maintain the switchboard and reception services. Manage resources in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Ms MM Ramoshaba Tel No: (012) 337 1412/1405
: 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 28/11 : **DEPUTY DIRECTOR: FINANCE REF NO: HR 4/22/07/05**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all inclusive)
: Supported Employment Enterprise, Pretoria
: Three (3) year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Accounting, Cost and Management Accounting, Financial Management, Financial Accounting or Auditing. Five (5) years' experience of which Two (2) years is Middle Management and three (3) years functional experience in Finance. Knowledge: Generally Recognized Accounting Practice, Cost and Management Accounting, Public Finance Management Act, Treasury Regulations and its prescripts, Preferential Procurement Policy Framework Act, Departmental policies and procedures, Batho Pele principles. Skills: General management, Project management, Financial management, Communication, Interpersonal relation, Leadership.

DUTIES : Monitor the Financial System processes within the SEE. Manage and monitor Financial Internal Control for effective and efficient use of resources. Manage and monitor Financial Accounting, Financial Management and Financial Reporting of SEE. Manage and monitor costing of manufacturing goods within SEE. Manage the process of reporting financial statements. Coordinate the sub-directorate Risk Management processes. Manage the administration of the unit.

ENQUIRIES APPLICATIONS : Ms ME Msiza Tel No: 012 843 7409
: 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 28/12 : **DEPUTY DIRECTOR: RISK MANAGEMENT, FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/5/44**

SALARY CENTRE REQUIREMENTS : R744 255 per annum, (all inclusive)
: Provincial Office, KZN
: Three (3) years relevant tertiary qualification in Risk Management/ Internal Audit or equivalent qualification. Three (3) to Five (5) years Risk Management/ Internal Audit experience. Valid driver's Licence. Knowledge: Public Financial Management Act (PFMA), Fraud and Corruption Legislative Framework, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organised Crime Act, Promotion of Access to Information Act (PALA), Basic Conditions of Employment (BCE), Promoted Disclosure Act, Labour Relations, Public Service Regulations (PSR), Public Service Act (PSA). Skills: People Management, Conflict Management, Analysis, Problem Solving, Presentation, Planning and organising, Communication, Computer literacy, Report Writing, Driving, Creativity, Numeracy.

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

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 28/13 : **ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE AUDITS REF NO: HR 5/1/2/3/62**

SALARY : R382 245 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Risk Management / Internal Audit/ Accounting/ Cost and management Accounting. Internal Audit Technician-IAT as an added advantage. Professional Internal Audit Certification- PIA as an added advantage. Certified Internal Auditor – CIA as an added advantage. 4 years' functional experience in compliance and assurance/ Financial audits/operational audits/regulatory audits of which 2 years in supervisory experience. Knowledge: Compensation Fund, policies, procedures processes. Internal audits standards. Compliance and assurance process. Internal Professional Practice framework. Customer relationship management. Fund Governance and Risk. Budgeting and Financial Management. COIDA. Relevant Stakeholders. Batho Pele principles. Legislative requirements: Public Finance Management Act. National Treasury Regulations. Skills: Required technical proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer Focus and responsiveness. People and Performance Management. Managing interpersonal conflict and problem solving. Planning and Organisation. Team Leadership. External Environmental Awareness.

DUTIES : Provide inputs and implement the compliance and assurance audits strategies, plans, guidelines and methodology. Conduct compliance and assurance audits assignments in accordance with the audit methodology. Provide progress on compliance and assurance activities. Management of resources in the Sub-Directorate.

ENQUIRIES : Ms B Kalomba Tel No: 012 319 9393
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

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

POST 28/14 : **OHS INSPECTOR REF NO: HR4/4/5/49**

SALARY : R321 543 per annum
CENTRE : Ulundi Labour Centre
REQUIREMENTS : Senior Certificate plus a 3 year recognised qualification in the relevant field ie. Chemical Engineering, Chemistry and Occupational Hygiene or Environmental Health. 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 and Unemployment Insurance Act. Skills: Planning and Organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing 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 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 T Nkosi Tel No: (035) 879 8800
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X 56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi.

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

POST 28/15 : **EMPLOYER SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/7/92**

SALARY : R321 543 per annum
CENTRE : Barberton Labour Centre
REQUIREMENTS : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. A valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, 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 request 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-Scheme. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Mr N Makgaba Tel No: 013 712 3066
APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X1634, Barberton, 1300 or hand deliver at Eurika Centre Shop no11, Nourse Street, Barberton.

POST 28/16 : **EMPLOYMENT SERVICE PRACTITIONER REF NO: HR 4/4/07/01**

SALARY : R321 543 per annum
CENTRE : Carletonville Labour Centre
REQUIREMENTS : Three (3) year qualification in Social Science/Public Administration. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEA's. Supervise the administration of employer services at the Labour Centre.

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

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

POST 28/17 : **SUPERVISOR (DRIVER) MOBILE LABOUR CENTRE (SR8):**
REGISTRATION SERVICES REF NO: HR4/4/5/46

SALARY : R321 543 per annum
CENTRE : Ulundi Labour Centre, KZN
REQUIREMENTS : Three (3) year tertiary qualification in Public/Business Administration/Management/ Transport Management. Two (2) years relevant experience as Client Service Officer. Valid Code 10 drivers licence and a PDP. Knowledge: Labour legislations, Departmental policies and procedures, Departmental guidelines and directives, Public service regulations (basic knowledge), Client orientation Strategy (Batho Pele Principles). Skills: Computer literacy, Planning and organising of work, Time management, Innovative, Communication, Interviewing, Listening, Interpersonal, Accurate data capturing, Driving, Problem solving.

DUTIES : Render effective Employment Services functions. Provide effective Inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services. Manage Mobile Labour (MLC).

ENQUIRIES : Mr TJ Nkosi Tel No: (035) 879 8800
APPLICATIONS : Deputy Director: Ulundi Labour Centre, Private Bag x 56, Ulundi 3838 or hand deliver at Unit A Wombe Street, Ulundi

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

POST 28/18 : **INSPECTOR: EMPLOYMENT EQUITY REF NO: HR 4/4/1/86**

SALARY : R321 543 per annum
CENTRE : Provincial Office: East London
REQUIREMENTS : National Diploma in Labour Law/Advanced Labour Law NQF 7/ Post grad in Labour Law NQF 8/Law degree/ BCOM Law. Valid driver's licence. 1-2 functional experience in EE inspections is an added advantage. Knowledge: Departmental policies and procedures, Basic Conditions of Employment, Employment Equity Act, Batho Pele Principles, Compensation for Occupational Injuries & Diseases Act, Employment Service Act, Unemployment Insurance Act, UI Contributions Act Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Interviewing, Problem solving, Conflict handling.

DUTIES : Conduct Employment Equity (EE) procedural inspections and DG Reviews with the aim of ensuring compliance with EE legislation. Deal with non-compliant employers to enforce compliance with Employment Equity (EE) legislation. Conduct advocacy campaigns on EEA and analyse impact thereof. Contribute to the planning, drafting and maintenance of provincial inspections. Assist in ensuring that quality inspection files are referred to the Principal inspector and identify challenges on the files and advise on the way forward.

ENQUIRIES : Ms P Mbongwana Tel No: 043 701 3287
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

FOR ATTENTION : Sub-directorate: Human Resources Management, Eastern Cape.

POST 28/19 : **FLEET MANAGEMENT OFFICER REF NO: HR4/22/07/01**

SALARY : R261 372 per annum
CENTRE : Supported Employment Enterprise, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6) qualification in Economics, Logistics Management/ Supply Chain Management/ Public Management/ Administration/Financial Management. Driver's Licence (with PDP). One (1) year functional experience in Fleet Management/ Transport services. Knowledge: Data Capturing, Government Procurement Policies, Supply Chain Management Procedures, Public Finance Management Act, Analytical Methods and statistical theories, Departmental policies and Procedures, Syspro. Skills: Planning and organizing, Communication, Computer Literacy, Interpersonal, Analytical, Time Management, Problem Solving.

DUTIES : Supervise all SEE transport and deliveries. Coordinate all movement on deliveries. Quality assure all travel, accommodation and subsistence bookings and claims within SEE. Liaise with external transport companies for SEE deliveries. Supervise and monitor all Government vehicles for SEE (including SEE Trucks).

ENQUIRIES : Ms HS Mabunda Tel No: 012 843 7407
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 28/20 : **CHIEF ADMINISTRATION CLERK REF NO: HR4/4/5/41**

SALARY : R261 372 per annum
CENTRE : Provincial Office, KZN
REQUIREMENTS : National Diploma or Degree in Public Administration. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Batho Pele Principles, Employment Services, Assessment, Siyaya System, Skills Development Act, Public Service Regulations, Public Service Act. Skills: Communication, Computer Literacy, Training, Interpersonal, Presentation, Basic Condition of Employment.

DUTIES : Provide functional training to Processing Officers, Client Service Officers and Supervisors. Provide support services to the Labour Centres. Maintain close working relationship with all relevant stakeholders.

ENQUIRIES : Mrs NTG Khomo Tel No: (031) 366 2331
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 28/21 : **AUXILIARY INSPECTOR EEA REF NO: HR 4/4/8/801**
(1 year fixed term contract)

SALARY : R211 713 per annum
CENTRE : Provincial Office Free State
REQUIREMENTS : Diploma in Labour Law/ Diploma in Paralegal/ Law Degree and driving licence will be added advantage. No experience required. Knowledge: Departmental policies and procedures. Skills Development Act. Labour Relations Act. Basic Condition of Employment Act. Employment Equity Act and regulations. Interpretation Statutes. Skills: Facilitation skills. Planning and Organizing (own work). Computing (Spreadsheets, PowerPoint and Word Processing). Interpersonal skills. Problem Solving skills. Interviewing skills. Analytical. Verbal and written communication skills and Employment Equity Act.

DUTIES : Conduct administrative inspections with the aim of ensuring compliance with EEA. Execute investigations on reported cases pertaining to contravention of EEA. Conduct proactive (Blitz) inspections regularly to monitor compliance with EEA. Assist in conducting advocacy campaigns on EEA.

ENQUIRIES : Mr M Luxande Tel No: (051) 505 6325
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 28/22 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

SALARY : R211 713 per annum
CENTRE : Stanger Labour Centre Ref No: HR4/4/5/48 (X1 Post)
Butterworth Labour Centre, Eastern Cape Ref No: HR 4/4/1/101 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/BCOM Law/LLB. Valid Driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment insurance Contributions Act. Skills: Facilitation Skill, Planning and Organizing (Own work), Computing (Spread sheets, 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 relations, 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 S Mkhize Tel No: (032) 437 8448
Mr T Madikazi Tel No: (066) 478 9312
APPLICATIONS : Deputy Director: Stanger Labour Centre, Private Bag x 138, Stanger 4450 or hand deliver at 12 Cator Street, Stanger
Deputy Director: Labour Centre Operations: Postal ERS 9396 or hand deliver at Corner Blythe, Robinson Street, Butterworth 4960
FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal
Sub-directorate: Human Resources Operations, Butterworth

POST 28/23 : **CLIENT SERVICE OFFICER REF NO: HR4/4/1/126**

SALARY : R211 713 per annum
CENTRE : Komani Labour Centre Eastern Cape
REQUIREMENTS : 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.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

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 28/24 : **ADMINISTRATIVE CLERK: MSS REF NO: HR4/4/5/47**

SALARY : R176 310 per annum
CENTRE : Port Shepstone
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and organising, Communication, Computer literacy.

DUTIES : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

ENQUIRIES : Ms B Ndlovu Tel No: 039 688 6920
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 379, Port Shepstone, 4240 OR hand deliver at 17 Bisset Street, Port Shepstone.

FOR ATTENTION : Sub-directorate: Labour Centre Operations, Port Shepstone.

POST 28/25 : **ADMINISTRATION CLERK REF NO: HR 4/22/07/03**

SALARY : R176 310 per annum
CENTRE : Supported Employment Enterprise, Bloemfontein
REQUIREMENTS : A Senior Certificate or Office Administration, 0 to 6 months' Administrative experience. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing on VIP system. Skills: Planning and Organizing, Communication, Computer literacy.

DUTIES : Administer earnings and deductions from the Factories. Administer leaves within the SEE. Monitor the Pension Fund of Personnel within the Factories. Monitor the Provident Fund within the SEE. Render administrative support services within the Salaries.

ENQUIRIES : Ms ME Msiza Tel No: 012 843 7409
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

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

POST 28/26 : **MSS ADMINISTRATION CLERK REF NO: HR 4/4/4/07/02**

SALARY : R176 310 per annum
CENTRE : Atteridgeville Labour Centre
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 service. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

ENQUIRIES : Ms S N Khoza Tel No: (012) 373 4432
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 de Korte Street, Braamfontein.

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

POST 28/27 : **OFFICE AID: MANAGEMENT AND SUPPORT SERVICES REF NO: HR4/4/1/199**

SALARY : R124 434 per annum
CENTRE : East London Labour Centre, Eastern Cape
REQUIREMENTS : Standard 8/ Grade10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations, Verbal Communication, Listening.

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

ENQUIRIES
APPLICATIONS

: Mr M Njamela Tel No: 043 702 7500
: Deputy Director Labour Centre Operations: Private Bag X 9084, East London,
5200 or hand delivered at Cnr Oxford & Hill Street, East London