

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 : 22 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. Only 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 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 post of Deputy Director: Maintenance Management(SR11)with Ref No: HR4/4/3/2DDMM/UIF published on Public Service Vacancy Circular 28 dated 29 July 2022 with a closing date of 15 August 2022 at the Unemployment Insurance Fund, Pretoria, Head Office has been withdrawn. Also note the closing date for the advertised post of Deputy Director: Manual Declaration and Non-Termination (SR11) with Ref No: HR4/4/3/2DDMDNT/UIF at the Unemployment Insurance Fund, Pretoria, Head Office is extended to 22 August 2022. Sorry for inconveniences. Enquiries contact: Ms Tinyiko Khumalo Tel No: 012 337 1972

MANAGEMENT ECHELON

POST 29/16 : **DIRECTOR: COMMUNICATION REF NO: HR 4/4/3/3DC/UIF**

SALARY : R1 073 187 per annum, (all inclusive)

CENTRE : Unemployment Insurance Fund, Pretoria

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA) in Communications/ Marketing/Public Relations/Journalism. A pre-entry certificate for Senior Management Service is required. Five (5) years middle management experience. Knowledge: Government Communication and Information Systems (GCIS, Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Promotion to Access to Information Act (PAIA), Protection of Personal Information Act (POPIA). Skills: People Management, Analytic, Problem Solving, Project Management, Presentation, Planning and Organizing, Communication, Computer Literacy, Report writing, Ability to work under pressure and meet deadlines, Branding Principles, Creativity, Driving, Interpersonal.
- DUTIES** : Develop and execute and integrated communications and marketing strategy. Oversee Promotion of the corporate image and awareness of the Unemployment Insurance Fund. Monitor and certify the profiling of all initiatives and services rendered by the Unemployment Insurance Fund Programmes including Ministerial events. Oversee Library services. Manage all the Resources within the Directorate.
- ENQUIRIES APPLICATIONS** : Adv. EM Yawa Tel No: (012) 337 1984 /1444
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

OTHER POSTS

- POST 29/17** : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/10/166**

- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Provincial Office Eastern Cape
: Three years' tertiary qualification in Public Administration/ Business Administration or equivalent, Certificate in Project Management methodologies will be added advantage. 4 years' functional experience relevant experience in project management environment or equivalent. Knowledge: Public Financial Management, Public Service Regulations, Labour Activation Framework, Skills Development Act, Project Management Principles, Diversity Management, Basic Education and Training, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Project Management Methodologies. Skills: Communication (Verbal and Written), Negotiation, Presentation, Interpersonal, Problem solving, Computer literacy, Planning and Organizing, Report Writing, Policy analysis and interpretation.
- DUTIES** : Implement 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 APPLICATIONS** : Ms N Ngaki Tel No: 043 701 3074/76
: Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.
- FOR ATTENTION** : Chief Director: Provincial Operations

- POST 29/18** : **SENIOR PRACTITIONER: ELECTRONIC OPERATIONS REF NO: HR 4/4/3/1/SPEO/UIF**

- SALARY CENTRE REQUIREMENTS** : R321 543 per annum
: Unemployment Insurance Fund, Pretoria
: Three (3) year's tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Financial Management/ Management/ Operations Management/ Administration Management. Two (2) years functional experience in Operations management environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Electronic Operation System, Public Service Regulations (PSR), Public Service Act (PSA), Skills: Communication, Listening, Computer Literacy, Time

Management, Interpersonal, Analytical, Numeracy, Report Writing, Planning and Organising, Diversity Management.

DUTIES : Assess, validate and adjudicate claim discrepancies lists electronically. Capture and amend payment of claim. Maintain employer database. Correct registration of employers and employees declared electronically.

ENQUIRIES APPLICATIONS : Mr GJJ Van Niekerk Tel No: (012) 337 1452

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 29/19 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/07/04**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Labour Centre: Springs
 : Three-year qualification in Business Administration / Management or Public Administration / Management or Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations, Private Employment Agency regulations and related ILO conventions Batho Pele Principles, Public Service Act, Public Services Regulations, Knowledge of Departmental policies, procedures and guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.

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

ENQUIRIES APPLICATIONS : Ms I Engelbrecht Tel No: (011) 365 3703

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 29/20 : **ADMIN OFFICER: SUPPORT SERVICES REF NO: HR4/4/7/93**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
 : Provincial Office Mpumalanga
 : Three (3) years relevant tertiary qualification in Labour Relations/ Human Resources Management/ Public/ Business Management/ Administration. A valid driver's licence. One (1) year functional experience in Inspection/ Administration Services. Knowledge: Department policies and procedures, Skills Development Act, Labour Relation 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: Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).

DUTIES : Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA). Conduct Labour Centre audits to check if the 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 Supervisor. Coordinate and monitors local and provincial Blitz inspections. Prepare enforcement document to Labour Court, Public Prosecutor and Magistrate Court.

ENQUIRIES APPLICATIONS : Mr S Mashinini Tel No: 013 653 3800

The Acting Chief Provincial Inspector: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni

POST 29/21 : **CLAIMS ASSESSOR REF NO: HR4/4/5/43**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
 : Pietermaritzburg Labour
 : Three (3) year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. 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 Services (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 : 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 29/22 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X2 POSTS)**

SALARY CENTRE : R211 713 per annum
: EmaXesibeni Labour Centre Eastern Cape Ref No: HR4/4/1/88 (X1 Post)
: Richards Bay Labour Centre Ref No: HR4/4/5/50 (X1 Post)

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 M Ntonga Tel No: 039 254 0282
: Mr KI Ximba Tel No: (035) 760 1614

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street, emaXesibeni.
: Deputy Director: Labour Centre Operations: Private Bag X 20033, Empangeni, 3880 or and deliver at 11 Lira Rink Road, Richards Bay.

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

POST 29/23 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE : R176 310 per annum
: Botshabelo Labour Centre Free State Ref No: HR 4/4/8/805 (X1 Post)
: Kroonstad Labour Centre Free State Ref No: HR 4/4/8/806 (X1 Post)

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Departmental Policies. Treasury Regulations. Skills: Verbal and written communication. Interpersonal relations. Problem solving. Computer Literacy. Analytical. Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour Centre daily. Provide a Finance and office management service to the Labour Centre daily. Render a Human Resources Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for the records in a Labour Centre daily.

ENQUIRIES : Mr J Ngono Tel No: (051) 534 3789
: Mr S Malope Tel No: (056) 215 1812

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

**GRADUATE INTERNSHIP PROGRAMME
FOR 2022/2023 TO 2024 FINANCIAL YEAR.**

NOTE : The Department of Employment and Labour, Northern Cape Provincial Office would like to invite qualifying applicants to apply for Graduate Internship programme for the Financial year 2022/2023 to 2024 (1-year contract). The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed at the Public Service, never participated in any Internship programme and must be between the age of 18-35.

OTHER POST

POST 29/24 : **INTERN: PSYCHOMETRIST/REGISTERED COUNSELLOR (X7 POSTS)**
(One (1) year contract depending on the assumption of duty)
(Re-advert)

STIPEND : R6 666 per month
CENTRE :
Calvinia Ref No: HR 4/4/8/49 (X1 Post)
De Aar Ref No: HR 4/4/8/50 (X1 Post)
Kimberley Ref: No: HR 4/4/8/51(X1 Post)
Kuruman Ref No: HR 4/4/8/52 (X1 Post)
Postmasburg Ref No: HR 4/4/8/53 (X1 Post)
Springbok Ref No: HR 4/4/8/54 (X1 Post)
Upington Ref No: HR 4/4/8/55 (X1 Post)

REQUIREMENTS : Bpsych or BA Honors in Psychology. Registration with HPCSA as Psychometrist or Registered Counsellor (will be added as an advantage).

DUTIES : Provide and implement employment counselling services. Develop employment counselling services materials and conduct research. Provide and implement psychometric assessment and selection services.

ENQUIRIES : Ms Kgomoitso Mogotloane Tel No: (053) 838 1527

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