

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.

<u>CLOSING DATE</u>	:	26 August 2022 at 16:00
<u>NOTE</u>	:	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 (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).

OTHER POSTS

<u>POST 30/13</u>	:	<u>SPECIALIST: EMPLOYER AUDIT REF NO: HR 4/4/11/01</u>
<u>SALARY</u>	:	R882 042 per annum, (all inclusive)
<u>CENTRE</u>	:	Provincial Office, Mmabatho
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Internal Auditing/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Comm Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. Five years' functional experience in auditing/ inspections/ compliance/ financial environment of which three years must be at management level. Valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, National Minimum Wage Act, Public Service Regulations Act, Occupational Health and Safety Act and Regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment

		Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Research, Project management, Analytical, Innovative.
<u>DUTIES</u>	:	Manage and monitor the implementation of UIA and COIDA programme strategy. Manage process to monitor and evaluate impact of UIA and COIDA programmes. Manage and monitor the execution of legal proceedings. Manage and monitor the implementation of Advocacy Campaigns on UIA and COIDA regularly and when there are amendments. Manage the resources and develop controls to achieve and maintain clean audit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Mampuru Tel No: (018) 387 8100
	:	Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho
<u>POST 30/14</u>	:	<u>SPECIALIST: SPECIALIST: OCCUPATIONAL HEALTH AND SAFTY REF NO: HR 4/4/11/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R882 042 per annum, (all inclusive)
	:	Provincial Office: Mmabatho
	:	Three-year tertiary qualification in Environment Health/ Analytical Chemistry/ Chemical/ Electrical & Mechanical/ Civil & Construction Engineering. Two (2) years management experience in Health and Safety inspection/ services. Three (3) functional experience in Health and Safety inspection /services. Valid motor vehicle driving license. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to covert policy into action, Public service Regulations and Relevant prescripts, Department policies and procedures, Corporate governance, Batho Pele principles Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Research, Project management, Analytical, Innovative.
<u>DUTIES</u>	:	Manage the implementation of Occupational Health and Safety inspection and advocacy strategy policy and procedures. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer and employee relationship. Manage and conduct advocacy and educational programmes directed to internal and external stakeholders. Manage all resources of the Sub-directorate such as Human Resources; Financial Resources; Assets etc.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Mampuru Tel No: (018) 387 8100
	:	Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho
<u>POST 30/15</u>	:	<u>ASSISTANT DIRECTOR (OCCUPATIONAL THERAPY) REF NO: HR4/4/5/56</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R525 087 – R582 771 per annum, (OSD)
	:	Provincial Office: KZN
	:	National Diploma/ Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) year's relevant experience post community service. A proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Value Chain and business processes, Public Service Regulations, Policies and Procedures, Customer Service (Batho Pele Principles). Skills: Rehabilitation skills, Analytical, Business Writing, Required IT, Strategic Leadership, Financial Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organising, Problem Solving and Analysis, Decision Making, Accountability, Client Orientation and Customer Focus, Communication, Work Ethics and self-management, Risk Management and Corporate Governance, Environmental Awareness.
<u>DUTIES</u>	:	Manage early return to work and community re-integration programmes. Participate in the development/ review of rehabilitation strategy, policy and protocols in accordance with the legislation framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.

ENQUIRIES : Dr N Kahla Tel No: (031) 366 2116

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 30/16 : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/680**

SALARY : R477 090 per annum

CENTRE : Provincial Office: Free State

REQUIREMENTS : Three (3) years relevant tertiary qualification in Labour Relations Manager/ BCOM Law/ LLB/ Internal. Two (2) years Supervisor experience. Two (2) years functional experience in Auditing / Financial Management. A valid Drivers licence. 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, Planning and Organising, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

DUTIES : Monitor the implementation if UIA and COIDA strategy programs, Implement the systems that provide expert advice on sector specific UIA & COIDA matters, Control the process that monitor and evaluate impact of UIA & COIDA programs, Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

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 30/17 : **OHS INSPECTOR (X3 POSTS)**

SALARY : R321 543 per annum

CENTRE : Labour Centre: Rustenburg Ref No: HR 4/4/11/02 (X2 Posts)
Bethlehem Labour Centre Ref No: HR 4/4/8/803 (X1 Post)

REQUIREMENTS : Senior Certificate plus a Three (3) year recognised qualification in the relevant field, i.e. Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. Valid driving license. 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: Planning organizing, Communication, Compute literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication.

DUTIES : To plan and independently conduct inspection 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 : Ms N Litheko Tel No: (018) 387 8100
Mr T Moholi Tel No: (058) 303 5293

APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

Provincial Office, Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein.
Sub-directorate: Human Resources Operations, Free State.

FOR ATTENTION :

POST 30/18 : **BCEA INSPECTOR POSTS REF NO: HR 4/4/11/03**

SALARY : R321 543 per annum
CENTRE : Labour Centre: Lichtenburg
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Labour Relations Act, UI Contributions Act, Compensation for Occupational Injuries and Diseases Act, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act, Skills: Planning organizing, Compute literacy, Leading, Facilitation, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical, Written and verbal communication.

DUTIES : To plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.

ENQUIRIES : Ms. N Litheko Tel No: (018) 387 8100
APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

POST 30/19 : **STATUTORY SERVICE OFFICER REF NO: HR 4/4/4/8/05**

SALARY : R321 543 per annum
CENTRE : Gauteng Provincial Office
REQUIREMENTS : BPROC/LLB/BCOM LAW. A valid driver's licence. 1 year in the legal/ compliance environment. Knowledge: Public Service transformation and management issues, Public service act, Treasury Regulations, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA, Employment Equity Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Occupational Health and Safety Act, UI Contribution Act, Compensation for Occupational Injuries & Diseases Act, Labour Relation Act and Employment Services Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : To plan independently administer work referred to Statutory Services for enforcement of non-compliance under employment law. Assist the ASD: SS in the enforcement processes for IES. Assist in the strategy for Statutory Services. Assist in facilitating the implementation of capacity development programmes for the inspectors in the provinces. Compile the stats for the unit.

ENQUIRIES : Adv. Msiza Tel No: (011) 309 4027
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein.

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

POST 30/20 : **SENIOR PRACTITIONER: RISK MANAGEMENT REF NO HR4/4/4/08/01**

SALARY : R321 543 per annum
CENTRE : Gauteng Provincial Office
REQUIREMENTS : National Diploma/ B degree in Risk Management/ Internal Audit/ Compliance Management. 2-3 years working experience in the field of risk management/ Fraud and corruption. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedures Act. Skills: Interviewing, Communication,

		Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report Writing, Planning and organizing.
<u>DUTIES</u>	:	Ensure the implementation of risk analysis and monitoring thereof. Ensure risk compliance. Ensure the provision of risk management services to Labour Centres. Ensure fraud and corruption investigation is conducted. Provide supervisory support to the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms SI Tyantsi Tel No: (011) 853 0899
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.
<u>POST 30/21</u>	:	<u>OFFICE ADMINISTRATOR REF NO: HR4/4/5/55</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum Provincial Office: KZN Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Office Management, Information Management and Technology, Public Administration, Business Administration, Business Management, Public Management. One (1) year functional experience in office administration/secretariat services. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both (verbal & written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Branch/ Office/ Chief Directorate/ Directorate/ Directorate including diary management for the DG/DDG/COO/Chief Director/Director. Render a Secretariat Services for the Office of the DG/DDG/COO/Chief Director/Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Directorate/Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief Directorate/Directorate. Provide Management Information and records management services in the Chief Directorate/Directorate. Track and monitor projects tasks within the Chief Directorate/Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NTG Khomo Tel No: (031) 366 2331
<u>FOR ATTENTION</u>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
<u>POST 30/22</u>	:	<u>EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/54</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum Provincial Office: KZN Three-year qualification in Financial 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 Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving, Interviewing, Communication: Written and Verbal, Innovative and creative, Analytical, Research.
<u>DUTIES</u>	:	Perform monitor the implementation of UIA and COIDA Programmes. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr E Khambula Tel No: (031) 366 2201
<u>FOR ATTENTION</u>	:	Provincial Chief Inspector: Provincial Office: PO Box 940, DURBAN, 4001 or hand deliver at 267 Anton Lembede Street, Durban.
<u>POST 30/23</u>	:	<u>COIDA EMPLOYER AUDITOR REF NO: HR4/4/5/58</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum Provincial Office: KZN Three-year qualification in Financial Accounting/ BCOM Accounting/ Accounting/ LLB/ BCOM LAW/ BCOM in Commerce/ Auditing. Knowledge:

Departmental policies and procedures, Batho Pele Principles, Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and Regulations, UIA and UICA, Public Service Act, Public Service Regulation, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and Organising, Communication written and verbal, Computer literacy, Interpersonal, Innovative and creative.

DUTIES : Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliance employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.

ENQUIRIES : Mr E Khambula Tel No: (031) 366 2201

APPLICATIONS : Provincial Chief Inspector: Provincial Office: PO Box 940, Durban, 4001 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resource Management, Durban.

POST 30/24 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X4 POSTS)**

SALARY : R211 713 per annum

CENTRE : Labour Centre: Christiana Ref No: HR 4/4/11/04 (X1 Post)
Labour Centre: Rustenburg Ref No: HR 4/4/11/05 (X1 Post)
Labour Centre: Garankuwa Ref No: HR 4/4/4/07/05 (X2 Posts)

REQUIREMENTS : 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 all Departmental Policies, Procedures & 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 Unemployment Insurance benefits and Employer declarations. Resolve all complaints on all Labour Legislations received from clients. Receive application form in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES : Ms N Litheko Tel No: (018) 387 8100

APPLICATIONS : Mr LP Ranwashe Tel No: 012 700 0290

Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein

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

POST 30/25 : **INSPECTOR (X2 POSTS)**

SALARY : R211 713 per annum

CENTRE : Labour Centre: Potchefstroom Ref No: HR 4/4/11/06 (X1 Post)
Randfontein Labour Centre Ref No: HR4/4/4/08/03 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's license. No experience required. 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 skills, 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 legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Assist in conducting Advocacy Campaign on Labour legislations regularly. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Ms N Litheko Tel No: 018 387 8100
Mr RB Tau Tel No: (011) 693 3618

APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 De Korte Street, Braamfontein.

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

POST 30/26 : **RECORDS ADMINISTRATOR: UI REF NO: HR 4/4/4/08/02**

SALARY : R211 713 per annum
CENTRE : Gauteng Provincial Office but stationed at Kempton Park L/C
REQUIREMENTS : Grade 12/ Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act, Batho Pele Principles, Record Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer literacy, Planning and Organizing.

DUTIES : Maintain the filling system as per the directives of the archives and records management prescripts, Sort and prepare documents for disposal processes as in line with the relevant prescripts, perform administrative duties within the Section as and when the need arises.

ENQUIRIES : Ms J Ralane Tel No: (011) 975 9301
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 De Korte Street, Braamfontein.

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

POST 30/27 : **ACCOUNTS AND BOOKING CLERK REF NO: HR 4/4/8/44**

SALARY : R176 310 per annum
CENTRE : Provincial Office: Northern Cape
REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. No experience required. Knowledge: Public Service Financial Management, Department policies and procedures, Project management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA and BCEA. Skills: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills, People Management.

DUTIES : Provide booking services of cars in the Province. Attain information to prepare payment for service provider. Acquire information on payment of fines. Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc.

ENQUIRIES : Mr TD Mhlophe Tel No: 053 838 1501
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 30/28 : **OFFICE AID REF NO: HR 4/4/4/08/04**

SALARY : R124 434 per annum
CENTRE : Vereeniging Labour Centre
REQUIREMENTS : Standard 8/ Grade 10. Knowledge: Cleaning Practices, Catering, Office Practices. Skills: Interpersonal relations, Verbal communication, Listening.

DUTIES : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger function.

ENQUIRIES : Mr MT Mthimkhulu Tel No: 016 430 0000
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 De Korte Street, Braamfontein.

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