

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 : 02 September 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).

OTHER POSTS

POST 31/32 : **DEPUTY DIRECTOR LABOUR CENTRE OPERATIONS REF NO: HR4/4/1/330**

SALARY : R882 042 per annum, (all inclusive)

CENTRE : Komani Labour Centre, Eastern Cape Province

REQUIREMENTS : Three years' (3) National Diploma (NQF6)/ Under graduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science means.(Developmental Studies, Social Work and Nursing), Engineering Science, Public Management/Administration, Business Management/Administration, Operations Management and Project Management, three (3) years' legal qualification in LLB/BCOM LAW/BA LAW/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations /

- services delivery environment. Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele principles. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, interpersonal, Conflict Management, Leadership and Project Management.
- DUTIES** : Manage the service delivery objectives as per the mandate of DOL. Represent the Department in key stake-holder forums including interdepartmental structures of government and municipalities (Intermediate). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre. Manage all the resources of the Labour Centre. Manage and ensure compliance with ALL HRM policies directives and legislation including the Public Service Act and regulations.
- ENQUIRIES APPLICATIONS** : Ms NP Douw-Jack Tel No: (043) 701 3128
Chief Director: Human Resources Management: Private Bag X 9005 East London 0001 or hand delivers at 3 Hill Street East London 5200
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, East London
- POST 31/33** : **ASSISTANT DIRECTOR: PENSION ADMINISTRATION & MAINTENANCE REF NO: HR 5/1/2/3/74**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum
: Compensation Fund, Pretoria
: Three-year tertiary qualification in Financial Accounting/Internal Auditing/Auditing/Cost and Management Accounting/Financial Management/Financial Information System. 4 years' experience on Senior Practitioner level in a Pension or Payroll administration environment. Knowledge: Compensation Fund strategies, policies and Procedures. Customer Service principles (Batho Pele Principles). Risk Management and Corporate Governance. Promotion of Access to Information Act. Public Service Act. Legislative requirements: COIDA. PFMA. National Treasury Regulations. Skills: Technical Proficiency. Analytical. Business writing. Communication (verbal and written). Decision making. Continuous Improvement. Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal conflict. Planning and Organising. Problem solving. Data and records management. Advanced Microsoft excel.
- DUTIES** : Provide inputs in the development of pension policies. Maintain pensions master data. Compile reconciliation of pension changes. Maintain proper record management of pension files. Establish and maintain relations with stakeholders.
- ENQUIRIES APPLICATIONS** : Yvonne Mohomi Tel No: 060 989 8361
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 31/34** : **ASSISTANT DIRECTOR: BOARD AND CORPORATE SECRETARIAT REF NO: HR 5/1/2/3/75**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Compensation Fund, Pretoria
: Three years' tertiary qualification in Public Administration/ Office Administration / Business Administration / Commercial Law / Office Management / Public Management / Administration Management: General. 4 years' functional experience in secretarial services/ administration of which 2 years is supervisory. Knowledge: Department of Labour and Compensation Fund Objectives. Public Service, Policies and procedures. Batho Pele Principles. Secretariat procedures and processes. King 4 report. Compensation Fund Policies. Legislative requirements: COIDA Act. Public Service Regulations. Public service Act. Promotion of Access to Information Act. LRA, EE Act, SDA & BCEA. PFMA. POPI Act. Skills: Client orientation and customers focus. Good Co-ordination skills. Good organisational and administrative skills. Good interpersonal and stakeholder liaison skills. Decision making. Self-

		Management. Communication (verbal and written). Report Writing. Minutes Writing. Computer Literacy. Leadership Skills.
<u>DUTIES</u>	:	Coordinate secretariat for Board, Sub-Committees of Boards and Management Committee (MANCO) meetings. Facilitate the administrative support and ensure compliance with governance. Coordinate administration support to board and sub-committees. Management of resources.
<u>ENQUIRIES</u>	:	Dineo Mathabane Tel No: 012 912 9218
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 31/35</u>	:	<u>ASSISTANT DIRECTOR: PROVINCIAL SUPPORT REF NO: HR 5/1/2/3/75 (X3 POSTS)</u> Office of the Chief Director: COID services/ Medical Benefits/ Orthotics and Rehabilitation Services
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year Qualification in Operations Management/Business Management/Business Administration / Risk Auditing. 4 years' functional experience on relevant field. Knowledge: Compensation Fund business strategies, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Budgeting and Financial Management. Risk Management and Corporate Governance. Public Service Regulations (PSR). COIDA. Legislative requirements: Public Finance Management Act (PFMA). Skills: Technical. Analytical. Business Writing. Communication (verbal and written). Decision making. Customer Focus and Responsiveness. People and performance Management. Managing inter-personal conflict. Planning and organising. Problem solving.
<u>DUTIES</u>	:	Coordinate the implementation of the Fund's Annual Performance Plan. Coordinate the implementation of the Fund's Workplan. Facilitate the implementation of the Fund's performance information policy and procedures. Conduct provincial visits in order to provide technical support to improve the Fund's performance. Coordinate, compile and contribute all reports, meeting minutes and Portfolio of Evidence (POEs).
<u>ENQUIRIES</u>	:	Office of the CD: Medical Benefits Ms Milly Ruiters Tel No: 012 319 9378 Office of the CD: COID Services Mr Julian Soupen Tel No: 012 319 9239 Office of the CD: Orthotics and Rehabilitation Services Ms Farzana Fakir: Tel No: 012 406 5773
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 31/36</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION REF NO: HR 5/1/2/3/76</u>
<u>SALARY</u>	:	R382 245 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Business Management/Business Administration/Sociology. 4 years' functional experience in Monitoring and Evaluation environment. Knowledge: Compensation Fund, Policies, procedures and processes. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. Monitoring and Evaluation Framework. Financial and budgeting management. Fund Governance and Risk Management. COIDA. Legislative Requirements: Public Financial Management Act. National Treasury Regulations. Public service regulations Act. Public service regulations (PSR). Skills: Communication skills (verbal and written). Monitoring and evaluation. Client orientation and customer focus. Programme and project management. Strong analytical skills. Conflict management. Planning and organising. Problem solving. Computer literacy.

DUTIES : Facilitate the implementation of monitoring and evaluation framework within the Fund. Conduct institutional performance assessment and evaluation of the implementation of policies, programmes and systems. Coordinate the organisational performance and evaluation of institutional performance. Facilitate on-going monitoring and evaluation activities within the Fund.

ENQUIRIES APPLICATIONS : Mr J Ledwaba Tel No: 012 319 9378

FOR ATTENTION : 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 : Sub-directorate: Human Resources Planning Practices and Administration, Compensation
Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 31/37 : **ASSISTANT DIRECTOR: BUSINESS PROCESS AND QUALITY IMPROVEMENT REF NO: HR5/1/2/3/77**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Compensation Fund, Pretoria
: Three-year tertiary qualification in Engineering or Science including Quality Management/ Operations Management/ Industrial Engineering/ Production Management. 4 years' functional experience in Business Process Management and Quality Management systems. Knowledge: Industrial engineering practices. Continuous improvement tools. LEAN methodology. Quality Management. Business Process Re-engineering. Continuous improvement techniques. Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Services (Batho Pele Principles). Technical Knowledge. The industrial classification system. Customer Service (Batho Pele Principles). Technical Knowledge. The industrial classification system. ISO9001. Project Management. Risk Management and Fund Governance. External Environmental Awareness. Legislative Requirements: COIDA. Public Service Regulations. Public Service Act. Occupational Health and Safety Act (OHS). Public Finance Management Act (PFMA) and National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended). Public Service Operations Management Framework. Skills: Business writing skills. Decision making. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. People Management. Inter-personal. Problem solving. Project or programme management. Team Leadership. Change Management.

DUTIES : Coordinate business process analysis and initiative processes in the Fund. Develop Standard Operating Procedures (SOP) for the Fund. Implement quality management strategy and plan for the Fund. Develop service delivery model and service standards for the Fund.

ENQUIRIES APPLICATIONS : Ms N Stuurman Tel No: 060 995 9540
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6th HRM.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation

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

POST 31/38 : **SENIOR ADMINISTRATION OFFICER: UIF OPERATION (X2 POSTS)**

SALARY CENTRE : R321 543 per annum
: Provincial Office, Mmabatho Ref No: HR4/4/11/08 (X1 Post)
: Labour Centre: Rustenburg Ref No: HR4/4/11/09 (X1 Post)

REQUIREMENTS : Three (3) year tertiary qualification with Accounting and Mathematics as major subjects or equivalent. Two (2) years relevant experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (Verbal & written), Listening, Computer literacy, Computer literacy, Customer Relations, Decision making.

DUTIES : Monitor and oversee the assessment of all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Monitor and authorize the execution of payment approved claims as per the set time

frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claim. Monitor all investigated discrepancies. Supervise resources in the section.

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

POST 31/39 : **CHIEF PERSONNEL OFFICER: HRM REF NO: HR4/4/07/07**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Provincial Office: Gauteng
: Three-year relevant tertiary qualification in Human Resource Management. One to two years Supervisory experience doing Human Resources Management Services. Knowledge: All labour legislation, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele, Public Services Regulations. Skills: Communication, Presentation, Conflict Management, Analytical, Report writing, Computer literacy, Planning and Organizing, Supervisory, Time Management.

DUTIES : Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of HR policies. Monitor the payment of salaries.

ENQUIRIES APPLICATIONS : Ms MH Rampou Tel No: 011 853 0300
: 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 31/40 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/5/27**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: KZN Stanger
: Three (3) years qualification in Business Administration/ Management: Public Administration Management and Operations Management. Valid Driver's Licence. 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 the 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 port of the entry within the Registration Services. Oversee the employment service rendered to all clients, Monitor the process of Unemployment Insurance Benefits applications and Employment Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints.

ENQUIRIES APPLICATIONS : Ms S Mkhize Tel No: (032) 551 7300
Deputy Director: Stanger Labour Centre, PO Box 138, Stanger 4001 or hand deliver at 12 Cator Street, Stanger.

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

POST 31/41 : **RISK PRACTITIONER: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/78**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Compensation Fund, Pretoria
: A Three-year tertiary qualification in Risk Management and/or Internal Auditing. 2 years' functional experience in risk management and / internal auditing environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund value chain and business processes. Customer Service Principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury audits. Corporate governance guidelines and the development of policies and strategies. Risk assessment. Risk management

and audit practices. Knowledge of investigation methods and techniques. Required information technology knowledge. Compensation Fund Information technology operating systems. DPSA guidelines on COIDA. Framework for risk governance. Risk management compliance. Risk management policies and procedures. Legislative Requirement: Public Finance Management Act (PFMA). Compensation for Occupational Injuries and Diseases Act (COIDA), regulations and policies. Public service regulations. Treasury regulations. Supply chain management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. Promotion of Administration Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Unemployment Insurance Act (UIA). Labour Relations Act. Employment Equity Act, Skills Development Act and Basic Conditions of Employment Act. Skills: Excellent Communication (Written and Verbal). Programme and project management. Problem solving and analysis. Research analysis and methodology. Decision making.

- DUTIES** : Implement risk management strategy and policies. Organise and participate in risk awareness and educational campaigns to inculcate the culture of risk management. Perform secretarial duties for the Fund's Risk Committee.
- ENQUIRIES APPLICATIONS** : Ms MP Msimango Tel No: (012) 319 9472
- FOR ATTENTION** : 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** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation
Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 31/42 : **SUPERVISOR-INBOUND REF NO: HR 5/1/2/3/79**

- SALARY** : R321 543 per annum
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Three-year tertiary qualification in Contact Centre Management/ Public Management/Business Administration/Administration Management. 2 years' functional experience in Contact/ Call Centre environment Knowledge: Compensation Fund policies, procedures and processes. Contact Centre vision and objectives. Contact centre performance requirements. Customer Care (Batho Pele Principles). Customer Care Information Systems. COIDA. Core Technical Skills: Technical proficiency in customer service. Business writing skills. Data and records management. Telephone skills and Customer Care etiquette. Analytical thinking.

- DUTIES** : Facilitate customer driven quality workflow processes. Refer all enquiries to Outbound unit and provide quality checks on incoming calls. Utilise. Coordinate and ensure quality on all inbound interactions. Supervision of staff.

- ENQUIRIES APPLICATIONS** : Mashilo Mangena Tel No: 012 319 9140
- FOR ATTENTION** : 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** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 31/43 : **FRAUD: INVESTIGATOR REF NO: HR 5/1/2/3/80 (X3 POSTS)**

- SALARY** : R321 543 per annum
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : A three-year tertiary qualification in Forensic Investigation / Law / Accounting/ Auditing. A Certified Fraud Examine (CFE) would be an added advantage. A Valid driver license. 2 years of functional experience in conducting forensic Investigations into economic crimes especially on anti-fraud and corruption environment. Knowledge: Compensation Fund regulations, policies and procedures. Customer Service (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Understanding of Fraud and corruption processes. Legislative Requirement: COIDA. National intelligence Act. Protection of Information Act. Criminal procedure Act. PFMA and Treasury Regulations. Promotion of Access to Information Act. PAJA. Skills: Report writing. Client

		orientation and customer focus. Communication (verbal and written). Conducting an inquiry and investigations. Problem solving and analysis. Planning and Organising. Knowledge management. Negotiation. Decision making. Pro-activeness and initiative. Computer Literacy. Time management. Teamwork and Collaboration. Quality and Excellence orientation.
<u>DUTIES</u>	:	Implement Anti-Fraud and Corruption strategies and other fraud and Corruption policies. Conduct Forensic investigations into acts of fraud and Corruption reported within the Fund. Provide support on system analysis. Liaise with appropriate sections within the Fund and external stakeholders on fraud measures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr J Ngapo Tel No: (072) 422 9560
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 31/44</u>	:	<u>SENIOR ADMINISTRATION OFFICER: SECRETARIAT SERVICES REF NO: HR 5/1/2/3/81</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum Compensation Fund, Pretoria Three-year tertiary qualification in Public Administration/Office Administration / Business Administration/Commercial Law/ Office Management/ Public Management/ Administration Management: General. 2 years' functional experience in secretariat services/administration environment. Knowledge: Department of Labour and Compensation Fund Objectives. Public Service, Policies and Procedures. Batho Pele Principles. Secretarial procedures and processes. King 4 Report. Compensation Fund Policies. Legislative Requirements: Compensation for occupational injuries and diseases Act (COIDA Act). Public Service Regulations. Public Service Act. Promotion of Access to Information Act. LRA, EE Act, SDA & BCEA. PFMA.POPI Act. Skills: Client orientation and customer focus. Good co-ordination skills. Good interpersonal and administrative skills. Good Interpersonal and Stakeholder Liaison skills. Decision making. Self- Management. Communication (verbal and written). Report Writing. Minutes Writing. Computer Literacy.
<u>DUTIES</u>	:	Provide secretariat services to various Board committees. Provide support to various committee's meetings. Verify logistical arrangements for various committee's meetings. Management of resources.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr AT Nkanyani Tel No: (012) 319 9355
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 31/45</u>	:	<u>SENIOR PRACTITIONER: HUMAN RESOURCE OPERATIONS REF NO: HR 5/1/2/3/82</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum Compensation Fund, Pretoria Three-year tertiary Qualification / NQF Level 6 in Human Resource Management/ Bcom/BA in HRM. 2 year's functional experience in Human Resource Management at supervisory level. Core Knowledge: 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. Stakeholder and customers. Customer Service (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Polices. COIDA tariffs. Human Resource Planning procedure. Legislative Requirements: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General Knowledge of the Public Service Regulations. Skills:

<u>DUTIES</u>	:	Required Technical Proficiency. Business writing skills. Data Capturing. Data and records management. Telephone skills and Etiquette.
	:	Coordinate recruitment and selection processes in the Fund. Coordinate the advertising process in the Fund. Develop the database for the filled and vacant posts in Compensation Fund. Supervise the staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Mthombeni Tel No: 012 406 5723
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 31/46</u>	:	<u>STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/83 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Compensation Fund, Pretoria
	:	Three-year tertiary Qualification in Financial Management/ Financial Accounting/ Cost and Management Accounting / Auditing. 2 year's functional experience in income management (debt collection) environment. Knowledge: Compensation Fund, policies and procedure. Understanding audits processes, principles and practices. Customer service principles (Batho Pele Principles). Understanding financial risk. Understanding public sector revenue and receive processes. Debt collection internal controls. COIDA. Legislative requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Promotion of access to information Act. Skills: Technical proficiency. Communication (verbal and written). Client orientation and customer focus. People and performance management. Problem solving and analysis. Interpersonal. Planning and organising. Analytic thinking.
<u>DUTIES</u>	:	Provide debt collection services for the Compensation Fund. Perform financial administration process on debt collections. Follow up on debtor's accounts. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Rankoana Salphy Tel No: 082 889 7369
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 6 th HRM.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 31/47</u>	:	<u>ADMIN OFFICER: EMPLOYER ASSESSMENTS REF NO: HR 5/1/2/3/84 (X7 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Compensation Fund, Pretoria
	:	Three years National Diploma in Finance / Financial accounting / commerce. 2 years' experience in Financial accounting /Finance/ Insurance environment. Knowledge: Compensation Fund values. Corporate governance guidelines and strategies. Required Information Technology Knowledge. Customer Services principles (Batho Pele Principles). Understanding of risk management and audit practices. COIDA. Knowledge of Financial Accounting. Legislative requirements: Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public finance management Act (PFMA). Public Service Regulations Act. Public service regulations. Treasury regulations. Skills: Strategic execution. Client orientation and customer focus. Communication (verbal and written). Billing and assessment administration. Financial Compliance and reporting. Planning and organising. Problem solving and analysis. Decision making. Developing others. Computer skills. Conflict management. Research Skills. Stakeholder engagement.
<u>DUTIES</u>	:	Implement and monitor assessment of employer's functions of the fund as per policies and procedures. Review and recommend revision of assessments and approval of credit assessments. Verify the correctness of assessment payable by all registered employers. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms T Molefe Tel No: 012 319 9217

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.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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

POST 31/48 : **CLAIMS ASSESSOR: COID SERVICES REF NO: HR4/4/5/52**

SALARY : R261 372 per annum

CENTRE : KZN Durban

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM plus One (1) year 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 and COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking, Problem solving and decision making.

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

ENQUIRIES : Mr S Biyase Tel No: (031) 401 9424

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban.

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

POST 31/49 : **FACTORY INSTRUCTOR: WOOD (X2 POSTS)**

SALARY : R261 372 per annum

CENTRE : SEE: Springfield Ref No: HR 4/22/08/02 (X1 Post)
SEE: Bloemfontein Ref No: HR 4/22/08/01 (X1 Post)

REQUIREMENTS : Occupational Certificate: Wood / Carpenter/or Furnisher Upholstery / (NQF Level 04). Two years' functional experience in wood environment. Valid driver's licence will be an added advantage. Knowledge: of Public Service Act, Public Finance Management Act, South African Bureau of Standard classification, Disability Act and policies, Manufacturing process, Proven exposure and knowledge of a relevant production system or philosophy, Sound knowledge of safety, Environmental and Quality system. Skills: Planning and organizing, Analytical, Interpersonal, Leadership, Communication, Computer literate, Technical, Team work, Counselling.

DUTIES : Implement product manufacturing process and operations within the Factories. Coordinate the development of products in the factories. Ensure compliance to the Occupational Health and Safety in the factory. Manage Human Resources in the factory.

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 31/50 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/51**

SALARY : R211 713 per annum

CENTRE : KZN kokstad

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. 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 Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES : Mr S Ngqoza Tel No: (039) 727 2140

APPLICATIONS : Deputy Director: Kokstad Labour Centre, PO Box 260, Kokstad 4700 Or hand deliver at 59 Hope Street, Kokstad

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

POST 31/51 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X3 POSTS)**

SALARY : R211 713 per annum

CENTRE : Gqeberha Labour Centre, Eastern Cape-Ref No: HR 4/4/1/300 (X1 Post)
Komani Labour Centre, Eastern Cape-Ref No: HR 4/4/1/151 (X2 Posts)

REQUIREMENTS : Three years' qualification Labour Relations Management/BCOM Law/LLB. No experience required. Valid Driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, 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. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans. Reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr MP Ngqolowa Tel No: (041) 506 5000

APPLICATIONS : Mr K Mbande Tel No: (045) 807 5400
Deputy Director: Labour Centre Operations: Private Bag x 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Govan Mbeki Avenue, Gqeberha
Deputy Director: Labour Centre Operations: Private Bag x 323, Queenstown, 5320 or hand deliver at No 10 Ronison Road, Queenstown

FOR ATTENTION : Sub-directorate: Human Resources Operations, Gqeberha
Sub-directorate: Human Resources Operations, Queenstown

POST 31/52 : **RECORDS ADMINISTRATOR: UI REF NO: HR 4/4/4/07/08**

SALARY : R211 713 per annum

CENTRE : Gauteng Provincial Office stationed at L/C: Sebokeng

REQUIREMENTS : Grade 12/ Senior Certificate or equivalent with zero experience. 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 : Mr PH Mtolo Tel No: (016) 430 0000

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 31/53 : **OUTBOUND AGENT REF NO: HR 5/1/2/3/85 (X2 POSTS)**

SALARY : R211 713 per annum

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Grade 12 / Matric Certificate. No Experience. Knowledge: Compensation Fund Objectiveness and business Functions. Relevant Fund policies, procedures and processes. Human anatomy / Biology. Stakeholders and customers. Customers Service (Batho Pele Principles). Risk Awareness. COIDA. COIDA tariffs. Technical Knowledge. Legislative requirements: COIDA. Constitution Act. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and

National Treasury Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills and Etiquette.

DUTIES : Process escalated queries received from telephone calls, faxes and e-mails. Make effective use of the integrated information system. Perform continuous process improvements.

ENQUIRIES APPLICATIONS : Mashilo Mangena Tel No: 012 319 9140

FOR ATTENTION : 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 : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 31/54 : **TRAINEE ACCOUNTANT REF NO: HR 5/1/2/3/86**
(3 Years Fixed Contract)

SALARY CENTRE REQUIREMENTS : R211 713 per annum
: Compensation Fund, Pretoria
: Honours in Accounting (CTA) – NQF Level 8 or equivalent for eligibility to write SAICA ITC. Proof of academic record is required for all applicants. No prior working experience. Knowledge: Financial Technical Knowledge. Financial Management. Monitoring and Evaluation Platform. Generally, recognised Accounting Principles. Auditing standards. Doel and Compensation Fund Regulations, policies and procedures. Legislative requirements: COIDA Act. Public Service Act. PFMA and National Treasury Regulations. Public Service Regulations. Labour Relations Act. Basic Condition Employment Act. White paper on transformation of Public Services. Skills: Strong analytical Skills. Budgeting and Financial Management. Conflict management. Planning and organising. Problem solving. Risk Management. Time management.

DUTIES : Perform general accounting and external reporting within the Fund. Perform and monitor auditing assurance, risk management and governance of the Fund. Evaluate financial management and management decision making. Monitor and evaluate cash flow and investment decisions of the fund. Render administration activities.

ENQUIRIES APPLICATIONS : Ms J Achary Tel No: 066 044 4330

FOR ATTENTION : 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 : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 31/55 : **DRIVER MESSENGER REF NO: HR 5/1/2/3/87**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Compensation Fund, Pretoria
: Grade 12. Valid Driver Licence is required. One-year relevant experience as a driver. Knowledge: Customer Service (Batho Pele Principle's). Fund Values. Minimum Information Security standards. COIDA. Protection of Personal Information Act. Occupational Health and Safety Act (OHS). Knowledge of the city (ies) driver /messenger functions will be performed. Legislative requirements: National Road Transport Act. Public Finance Management Act. National Treasury Regulations. Skills: Communication (Written and verbal). Decision making. Customer Focus and Responsiveness. Planning and Organising.

DUTIES : Execute messenger services for the Fund. Provide shuttle services for the Fund. Conduct inspection to comply with safety regulations. Provide vehicle maintenance.

ENQUIRIES APPLICATIONS : Mr J Mapeka Tel No: 012 319 9359

FOR ATTENTION : 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 : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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

POST 31/56 : **PERSONNEL OFFICER: HUMAN RESOURCE DEVELOPMENT REF NO: HR5/1/2/3/88**

SALARY : R176 310 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Grade 12. No experience. Knowledge: Compensation Fund objectives and business functions. Compensation Fund Value Chain and business processes. Relevant Fund policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Fund Values. Legislative requirements: COIDA Act, Regulations and Policies. Public service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Core Technical Skills: Teamwork and collaboration. Communication (verbal, Written). Quality and Excellence Orientation. Self and Time Management. Honesty, Integrity and Work Ethic. Adaptation to change.

DUTIES : Render administrative support in processing of Bursaries. Coordinate the administration of Internships and Learnerships. Administer training interventions (courses, conferences etc.). Safe keep HR records.

ENQUIRIES : Mr Njabulo Khuzwayo Tel No: 076 30 1163
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.

FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

POST 31/57 : **ADMINISTRATIVE CLERK: MSS REF NO: HR4/4/5/59**

SALARY : R176 310 per annum
CENTRE : Labour Centre: Dundee
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 T. Khumalo Tel No: 034 212 2421
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 445, Dundee, 3000 or hand deliver at 63 Victoria Street, Dundee.

FOR ATTENTION : Sub-directorate: Labour Centre Operations, Dundee

POST 31/58 : **OFFICE AID (X2 POSTS)**

SALARY : R124 434 per annum
CENTRE : Labour Centre: Germiston-Ref No: HR 4/4/4/07/09 (X1 Post)
Durban Labour Centre-Ref No: HR4/4/5/45 (X1 Post)
REQUIREMENTS : Standard 8/ Grade 10. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal. Verbal Communication and Listening.

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

ENQUIRIES : Ms SH Ceasar Tel No: (011) 814 7096

Mr S Biyase Tel No: (031) 401 9424

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand deliver at 77 de Korte Street, Braamfontein
Deputy Director: Durban Labour Centre, PO Box 10047, Durban 4056 or hand deliver at Govt Buildings, Masonic Grove Durban

FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng
Sub-directorate: Human Resources Operations, KwaZulu-Natal