

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** : 30 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. 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) (only when shortlisted). 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 35/13** : **PRINCIPAL INSPECTOR: EMPLOYMENT EQUITY REF NO: HR4/4/11/09**
- SALARY** : R477 090 per annum
- CENTRE** : Provincial Office Mmabatho
- REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations Management/ BCOM Law/ LLB/ Labour Law. Valid driver's license. Four (4) years relevant functional experience in compliance/ legal or EE inspections. Knowledge: Public Financial Management, Public Service Regulations, Departmental Policies and procedures, Batho Pele Principles, Employment Equity Act, COIDA. Skills: Communication, Presentation, Problem solving, Computer literacy, Interviewing listening and observation, Research, Project management, Analytical, innovative, Planning and organising.

- DUTIES** : Monitor the implementation of programmes, work plans and policies for Employment Equity Act and regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Employment Equity Act and Regulations. Monitor, evaluate and report on the impact of Employment Equity Act programmes. Provide technical advice on the sector specific to Employment Equity Act matters. Manage the resources in the unit.
- ENQUIRIES APPLICATIONS** : Mr. UT Qambata Tel No: 018 387 8100
- APPLICATIONS** : Applications: Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
- POST 35/14** : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/08/12**
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum
: Randburg Labour Centre
: Three year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. 2 years functional experience in a disability claims and or medical insurance processing. 2 years supervisory experience in a disability claims and or medical insurance processing environment. Knowledge: Public Service Act, Basic Condition of Employment Act (BCEA), Employment Equity (EE), Public Service Regulation, Compensation Fund business strategies and goals, PFMA and Treasury Regulations, Guidelines on application of COID (for government departments), Customer Service (Batho Pele Principles), Risk Management. Skills: Leadership, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, People Management and Empowerment (including developing others), Communication (written and verbal), Computer literacy.
- DUTIES** : Facilitate the processing on Compensation aims benefits within COID Processing Office. Coordinate the resolution of all COID and Employer Services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
- ENQUIRIES APPLICATIONS** : Ms NM Tyebooi Tel No: (011) 781 8144.
: 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 35/15** : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 4/4/11/10**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum
: Provincial Office: Mmabatho
: BPROC/ LLB. Admission as an Attorney or Advocate. A valid driving licence. Two (2) year functional experience in compliance or legal services 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. Skills: Facilitation, Planning and organising, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication.
- DUTIES** : Appear in court for enforcement of COID and OHS. Manage the implementation of the COIDA and OHS enforcement processes. Manage the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programme for inspectors in the Province. Co-ordinate information to provide legal advice and proceeding for COID and OHS enforcement.
- ENQUIRIES APPLICATIONS** : Mr. UT Qambata 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 35/16** : **BCEA INSPECTOR (X2 POSTS)**
- SALARY** : R321 543 per annum

<u>CENTRE</u>	:	Labour Centre: Rustenburg Ref No HR 4/4/11/11 (X1 Post) Labour Centre: Mafikeng Ref No HR 4/4/11/12 (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. UT Qambata Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	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 35/17</u>	:	<u>SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/11/13 (X2 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Provincial Office, Mmabatho
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Valid driver's licence. Two (2) years functional experience in Auditing and/ Financial Management. Knowledge: Public Service Act and Regulations, Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, COIDA. Skills: Problem solving, Computer literacy, Communication written and verbal Analytical, Facilitation, Planning and Organising, Interpersonal, Interviewing skills, Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitor and evaluate impact of UIA and COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the unit.
<u>ENQUIRIES</u>	:	Mr UT Qambata Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	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 35/18</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Labour Centre: Gqeberha Ref No. HR 4/4/1/110 (X1 Post) Labour Centre: Qonce Ref No. HR 4/4/1/112 (X1 Post) Labour Centre: Kempton Park Ref No. HR 4/4/4/08/09 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF 7) in Business Administration/Management; Public Administration/Management; Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients.

		Monitor the processes 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 complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.
<u>ENQUIRIES</u>	:	Mr MP Ngqolowa Tel No: 041 506 5000 Mr LB Mduduma Tel No: 043 643 3343 Ms P Ralane Tel No: 011 975 9301
<u>APPLICATIONS</u>	:	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: P.O. Box 260, King Williams Town, 5600 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Gqeberha Sub-directorate: Human Resources Management, Qonce Labour Centre Sub-directorate: Human Resource Management, Provincial Office: Gauteng
<u>POST 35/19</u>	:	<u>SENIOR CLAIM ASSESSOR REF NO: HR4/4/08/08</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Labour Centre: Johannesburg
<u>REQUIREMENTS</u>	:	Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3-5 years' experience in a claims processing environment of compensation and medical claims is highly desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human Anatomy/ Biology and Medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical / accounts payments. Serve as a Team Leader / Supervisor.
<u>ENQUIRIES</u>	:	Mr SS Mdluli / Dr V Mabudusha Tel No: (012) 319 1933
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 35/20</u>	:	<u>SENIOR PRACTITIONER: EMPLOYER SERVICES REF NO: HR4/4/5/71</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Provincial Office: KZN
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification or equivalent. Two (2) years functional experience. Knowledge: Unemployment Insurance Contributions Act, Unemployment Insurance Act, Public Financial Management Act, Treasury Regulations, Operations system and Batho Pele Principles. Skills: Communication, Computer literacy, Listening, Interpersonal and Presentation.
<u>DUTIES</u>	:	Verify registration of employer declaration. Verify maintenance of employer and employee database. Supervise resources (Human, Finance, Equipment/Assets) in the section.
<u>ENQUIRIES</u>	:	Mrs NTG Khomo Tel No: (031) 366 2331
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KZN
<u>POST 35/21</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: HR 4/4/8/809</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Provincial Office: Free State
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Finance/ Accounting Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental

Policies and Procedures, Conflict Skills: Planning and Organizing skills, Computer Literacy Communication, Problem Solving, Supervisory, Accounting, Presentation, Analysis.

DUTIES : Authorize all financial transactions for the whole Province on financial transversal system (e.g. BAS, LOGIS, PERSAL and safety-net). (Daily), Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the Province, Proper control of Petty cash. (Daily), Clear suspense accounts and unallocated accounts before month closure. (Monthly)

ENQUIRIES : Ms N Tokwe Tel No: (051) 505 6204

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 35/22 : **SENIOR CLAIM ASSESSOR REF NO: HR4/4/4/08/08**

SALARY : R321 543 per annum

CENTRE : Labour Centre: Johannesburg

REQUIREMENTS : Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3-5 years' experience in a claims processing environment of compensation and medical claims is highly desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human Anatomy/ Biology and Medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.

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

ENQUIRIES : Mr SS Mdluli / Dr V Mabudusha Tel No: (012) 319 1933

APPLICATIONS : 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 35/23 : **CLAIMS ASSESSOR: COID SERVICES (X3 POSTS)**

SALARY : R261 372 per annum

CENTRE : Johannesburg Labour Centre Ref No HR 4/4/4/08/13 (X1 Post)
Kempton Park Labour Centre Ref No HR 4/4/4/08/14 (X1 Post)
Pretoria Labour Centre Ref No HR 4/4/4/08/15 (X1 Post)

REQUIREMENTS : Three (3) year tertiary qualification in Public Management/ Public Administrations/ Social Science/ OHS/ Finance/ HRM. 1-year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking, Problem solving and decision making.

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

ENQUIRIES : Ms F Tshabalala Tel No: 011 492 0664 (Johannesburg Labour Centre)
J Ralane Tel: (011) 975 9301 (Kempton Park Labour Centre)
MA Phasha Tel No: 012 309 5253 (Pretoria Labour Centre)

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 35/24 : **INSPECTOR REF NO: HR 4/4/8/807**

SALARY : R261 372 per annum

CENTRE REQUIREMENTS : Zastron Labour Centre
 : Three (3) year relevant tertiary qualification Labour Relations/BCOM Law/ LLB. One (1) year functional experience in Inspection and enforcement Services. Knowledge Departmental policies and procedures. Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills. Planning and Organizing (Mainly for own) Computer literacy. Interpersonal skills. Conflict handling skills. Negotiation skills. Problem Solving Skills Interviewing, Listening and observation skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES APPLICATIONS : Mr. C Van Niekerk Tel No: (051) 673 1491
 : 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 35/25 : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/8/60**

SALARY : Grade 1: R260 760 – R302 292 per annum, (OSD)
 : Grade 2: R320 703 – R368 307 per annum, (OSD)
 : Grade 3: R388 974 - R492 756 per annum, (OSD)

REQUIREMENTS : Four (4) years nursing degree/three years diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Valid drivers licence. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. **Grade 1:** 2 to 9 years' experience gained after registration. **Grade 2:** 10-19 years' experience gained after registration. **Grade 3:** 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts.

ENQUIRIES APPLICATIONS : Dr Jood-Molaolwe Tel No: (053) 838 1589
 : 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 35/26 : **INSPECTOR (X3 POSTS)**

SALARY CENTRE : R211 713 per annum
 : Bloemfontein Labour Centre Ref No: HR 4/4/8/808 (X1 Post)
 : Pinetown Labour Centre Ref No: HR4/4/5/68 (X1 Post)
 : Vryheid Labour Centre Ref No: HR4/4/5/69 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid drivers licence. Zero experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own

- work), Computing (Spread sheet, 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. 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 M Ndlela Tel No: (051) 411 6403
Mr B Gwala Tel No: (031) 701 7740
Mr F Dladla Tel No: (034) 980 8820
- APPLICATIONS** : Chief Director: Provincial Office: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Deputy Director: Pinetown Labour Centre, PO Box 1025, Pinetown 3610 or hand deliver at 49 Kings Road, Pinetown
Deputy Director: PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
Sub-directorate: Human Resources Operations, KwaZulu-Natal
Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 35/27** : **CLIENT SERVICE OFFICER: COID SERVICES REF NO: HR 4/4/11/14**
- SALARY** : R211 713 per annum
CENTRE : Labour Centre: Mafikeng
REQUIREMENTS : Matriculation/Grade 12. No experience. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer service. Skills: Computer literacy, Telephone etiquette, Business writing skills, Computer literacy, Listening skills, Basic interpersonal skills.
- DUTIES** : Receive and verify documents for registration. Register the claims on the operational system. Assist employer services at the kiosk, online system and service centres. Handle all service related queries and complaints.
- ENQUIRIES** : Mr. UT Qambata 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 35/28** : **CLIENT SERVICE OFFICER: UIF REF NO: HR 4/4/11/15**
- SALARY** : R211 713 per annum
CENTRE : Labour Centre: Christiana
REQUIREMENTS : Matriculation/Grade 12. No experience. Knowledge: Unemployment Insurance Act and Regulation, Unemployment Insurance Contribution Act, Public Finance Management Act, Treasury Regulations, Batho Pele principles, Department of Labour and UIF Policies and Procedures, UIF's vision, mission and values, Customer care principles, Departmental principles, Departmental policies, Procedure and guidelines. Skills: Computer literacy, Telephone etiquette, Listening skills, Interviewing, Communication, Conflict management, Time Management, Customer relations, Analytical, Interpersonal.
- DUTIES** : Provide screening services. Provide capturing services for applications to UIF benefits. Register payment continuation forms. Provide administrative functions.
- ENQUIRIES** : Mr UT Qambata 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 35/29** : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X 3 POSTS)**
- SALARY** : R211 713 per annum
CENTRE : Vryheid Labour Centre Ref No: HR4/4/5/30 (X1 Post), (re-advertisement)
Labour Centre Gqeberha Ref No: HR 4/4/1/111 (X1 Post)

		Richards Bay Labour Centre- (Eshowe Satellite Office) Ref No: HR4/4/5/65 (X1 Post)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr F Diadla Tel No: (034) 980 8820 Mr MP Ngqolowa Tel No: 041 506 5000 Mr I Ximba Tel No: (035) 780 8706
<u>APPLICATIONS</u>	:	Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 or hand deliver at 99 Landrose Street, Vryheid 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: Richards Bay Labour Centre, P/Bag X20033 Empangeni 3880 or hand deliver at 11 Lira Rink Road, Richards Bay
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal Sub-directorate: Human Resources Management, Gqeberha Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 35/30</u>	:	<u>UI CLAIMS OFFICER REF NO: HR4/4/1/302 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum Gqeberha Labour Centre Eastern Cape
	:	Grade 12/ Senior Certificate. Knowledge: Public Service Regulation, Public Service Act, Departmental Policies and Procedures, Batho Pele Principles, Customer care, Unemployment Insurance Contributions Act, Unemployment Insurance Act. Skills: Computer Literacy, Communication verbal & written, Listening, Customer Relations, Problem solving.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all Employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquires relating to all processed claims or any other matter relating to the processing of claims. Perform Administrative duties within the section.
<u>ENQUIRIES</u>	:	Mr MP Ngqolowa Tel No: 041 506 5002
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations Private Bag X 6045, Gqeberha 6000. Hand Deliver: VSN Centre 116-134 Govan Mbeki Avenue.
<u>FOR ATTENTION</u>	:	Deputy Director: Labour Centre Operations
<u>POST 35/31</u>	:	<u>CLAIMS PROCESSOR REF NO: HR4/4/8/62</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 713 per annum Kimberley Labour Centre: Northern Cape
	:	Grade 12 Certificate. Three (3) year tertiary qualification in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM will be added advantage. Knowledge: Public Service Act, Compensation Fund business strategies and goals, Compensation Fund Value Chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), and Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Data Capturing, Data and records management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Adjudicate the registered claims. Preparation of compensation benefits. Handle claim enquiries. Render administration activities.
<u>ENQUIRIES</u>	:	Mr R Geswint, Tel No: (053) 838 1582
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.
<u>FOR ATTENTION</u>	:	Human Resources Operations, Provincial Office Kimberley.

POST 35/32 : **SENIOR ADMIN CLERK: CLAIMS PROCESSING (X2 POSTS)**

SALARY CENTRE : R211 713 per annum
Pretoria Labour Centre Ref No: HR 4/4/4/06/04 (X1 Post)
Soshanguve Labour Centre Ref No: HR 4/4/4/06/05 (X1 Post)

REQUIREMENTS : Three -year tertiary qualification in degree / diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required plus 1-2 years' experience in a compensation or medical claims environment. Knowledge: PFMA and Treasury Regulations, Approved COID Delegation, Human anatomy / Biology and medical terminology, Relevant stakeholders, COID tariffs, Customer Service (Batho Pele principles), COIDA, Occupational Health and Safety, Road Accident Fund, (RAF) Compensation fund policies, procedures and processes. Skills: Communication (written and verbal) Data and record management, Capturing, Business Writing, Numeracy, Required Technical proficiency and Telephone etiquette.

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

ENQUIRIES APPLICATIONS : Mr SS Mdluli Tel No: 012 319 9112

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein
Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 35/33 : **MSS ADMINISTRATION CLERK (X2 POSTS)**

SALARY CENTRE : R176 310 per annum
Klerksdorp Labour Centre- Ref No: HR 4/4/11/16 (X1 Post)
Mafikeng Labour Centre- Ref No: HR 4/4/11/17 (X1 Post)

REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles. Departmental Policies and Procedures. Treasury Regulations. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Computer Literacy. Analytical. Planning and Organising.

DUTIES : To render Supply Chain Management Function in a Labour Centre Daily. Provide a Finance and Office Management service to the Labour Centre Daily. Render a Human Resource Management service. Responsible for Training and Performance activities in a Labour Centre Daily. Responsible for the records management in a Labour Centre Daily.

ENQUIRIES APPLICATIONS : Mr UT Qambata 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 35/34 : **ADMINSTRATON CLERK: EMPLOYMENT SERVICE REF NO: HR4/4/11/18**

SALARY CENTRE : R176 310 per annum
Provincial Office, Mmabatho

REQUIREMENTS : Grade 12/ Matriculation Senior Certificate. Knowledge: Office Administration, Computer literacy, Secretariat. Skills: Telephone etiquette, Computer, Communication skills (written and verbal), Administration, Interpersonal relations.

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Provide financial administration support services in the component. Render secretariat support in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr. UT Qambata Tel No: 018 387 8100
Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

POST 35/35 : **DRIVER REF NO: HR 4/22/09/07**

SALARY CENTRE : R176 310 per annum
SEE: Pretoria

REQUIREMENTS : Grade 12, driver's licence and PDP, Experience in this field will be added as an advantage. Knowledge: Courier service, Transportation Services, Departmental policies and procedures. Skills: Computer literacy, Interpersonal

relationship, Communication, Driving, Planning and organizing, Time Management, Problem Solving.

DUTIES : Render mail, documents and parcels support services at SEE. Maintain messenger and fleet movement registers. Provide administrative support. Render transport and driving services within SEE.

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 35/36 : **MESSANGER REF NO: HR4/4/11/19**

SALARY : R124 434 per annum

CENTRE : Provincial Office Mmabatho

REQUIREMENTS : Grade 10. No work experience. Knowledge: Department policies and procedures, Public Service Act, All legislations relevant to the post. Skills: Planning and Organising, Computer Literacy, Interpersonal relationship, Verbal and written communication, Time management, Conflict management.

DUTIES : Provide messenger services within the Provincial Office (Daily). Handle administration of log sheets, fuel cards and fuel vouchers of subsidized vehicles.

ENQUIRIES : Mr UT Qambata Tel No: 018 387 8100

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