

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** : 07 October 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).

MANAGEMENT ECHELON

- POST 36/19** : **DIRECTOR: FINANCIAL CONTROL REF NO: HR 5/1/2/3/91**
- SALARY** : R1 073 187 per annum, (all inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** Undergraduate qualification (NQF Level 7) in Accounting/Financial Management. Pre-Entry Certificate for SMS is required. 5 years' experience at middle/senior management level in financial management. Knowledge: Supply Chain Management Prescripts Promotion of Access Information Project Management Principles and Methodologies Customer Service (Batho Pele Principles) Legislative requirements: Public Financial Management Act (PFMA) Public Service Act Public Service Regulations Treasury Regulations Monitoring and Evaluation. Skills: Strategic Capability Leadership Computer Literacy Policy Formulation Excellent Communication Knowledge

Management Planning and Organising Diversity Management Management People Development and Empowerment.

DUTIES : Manage and establish acceptable accounts payable system for the Fund
Oversee the management of bank reconciliation services Manage the departmental budget control Provide effective financial management and advice Manage all the resources within the Directorate.

ENQUIRIES APPLICATIONS : Mr V Mafata Tel No: (012) 319 9495

FOR ATTENTION : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

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

POST 36/20 : **DIRECTOR: INFORMATION TECHNOLOGY REF NO: HR 5/1/2/3/92**

SALARY CENTRE REQUIREMENTS : R1 073 187 per annum, (all inclusive)
Compensation Fund, Pretoria
Undergraduate qualification (NQF Level 7) Information Technology. Pre Entry Certificate for SMS is required. 5 years' experience at middle management level in ICT Environment. Knowledge: Public Financial Management Public Service Regulations (PSR) Public Service Act (PSA) State Information Technology Agency Processes (SITA) Information Technology Infrastructure and Network Architecture Design Electronic Document Management. Legislative requirements: Minimum Information Security Standard (MISS) Access to Information Act Electronic Communication and Transaction Act. Skills: Problem Solving Information Technology Planning and Organising Analytical Communication Skills (Written and Verbal) Computer Literacy Report Writing Project Management Driving.

DUTIES : Provide leadership and develop strategies with regards to ICT operations (Infrastructure and Applications) within the Fund Oversee overall delivery of IT projects (planning, coordination and execution) in the Fund Manage Knowledge and Information Management in order to provide a strategic information service and an efficient corporate knowledge management system Manage the resources within the Directorate.

ENQUIRIES APPLICATIONS : Mr V Mafata Tel No: (012) 319 9495
Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

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

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

OTHER POSTS

POST 36/21 : **PRINCIPAL MEDICAL OFFICER GRADE 3 REF NO: HR 5/1/2/3/93 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R1 106 037 per annum, (OSD)
Compensation Fund, Pretoria
MBCHB Degree. HPCSA Registration. 10 years' experience as a Medical practitioner after registration. Experience in Occupational Medicine practice will be advantage. Knowledge: Compensation Fund business, services, strategies and goals. Directorate goals and performance requirements. Constitution Act 108 of 1996. Public Service Regulations. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Customer Services (Batho Pele Principles). Technical Knowledge. COIDA. Legislative Requirement: COIDA. OHS. National Health Act and related Regulations Public Finance Management Act. National Treasury Regulations. Public Service Regulations. Promotion of Access to Information Act. Skills: Required Technical Proficiency/Medical skills. Business Writing Skills. Required IT skills. Strategic Leadership. Financial Management .Change Management. Knowledge Management. Service Delivery Innovation (SDI) Planning and Organizing. Problem Solving and Analysis. Decision Making. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer Focus. Communication. Work Ethic

- and self-management. Risk Management and Corporate Governance. Environmental Awareness.
- DUTIES** : Manage research into occupational disease trends. Manage the development of a research matrix in order to ensure that the Compensation Fund adheres to best practices. Ensure the Monitoring and Evaluation of research conducted to evaluate against international trends and norms that are emerging. Utilise research to inform and integrate the compensation process in respect of occupational disease benchmarks. Develop and continuously update guidelines on occupational disease research. Manage stakeholder relations with respect to research on occupational injuries and diseases. Engage with stakeholders (medical providers, hospitals) on occupational injuries and diseases. Guide provincial medical services on occupational disease and injuries trends. Provide input into strategic plans and policy in line with best practice. Advise on the implications of occupational disease trends and changes in terms of legislation changes. Manage and provide advice on medical aspects of compensation claims. Ensure the provision of advice and consultation on medical opinions. Advise on the content of policies on injury and disease. Provide specialist advice and guidance to medical adjudicators and claims processors in the provinces. Management of resources.
- ENQUIRIES** : Dr LS Motsepe Tel No: (012) 406 5856
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
- 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 36/22** : **MEDICAL OFFICER GRADE 2 REF NO: HR 5/1/2/3/93**
- SALARY** : R953 049 per annum, (OSD)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : MBCHB Degree. HPCSA Registration. Minimum 5 years' appropriate experience gained in an occupational health environment after registration with HPCSA as a medical practitioner. Experience in Occupational Medicine practice will be advantage. Knowledge: Compensation Fund business, services, strategies and goals. Directorate goals and performance requirements. Constitution Act 108 of 1996. Public Service Regulations. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Customer Services (Batho Pele Principles). Technical Knowledge. COIDA. Legislative Requirement: COIDA. OHS. National Health Act and related Regulations Public Finance Management Act. National Treasury Regulations. Public Service Regulations. Promotion of Access to Information Act. Skills: Required Technical Proficiency/Medical skills. Business Writing Skills. Required IT skills. Strategic Leadership. Financial Management .Change Management. Knowledge Management. Service Delivery Innovation (SDI) Planning and Organizing. Problem Solving and Analysis. Decision Making. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer Focus. Communication. Work Ethic and self-management. Risk Management and Corporate Governance. Environmental Awareness.
- DUTIES** : Research and conduct benchmarking on Occupational Medicine standards and protocols. Provide inputs in the development of research matrix to ensure the Fund adheres to best practices. Conduct research in respect of national and international standards and norms that are emerging in Occupational Diseases and Injuries. Utilise research to inform and integrate the compensation process in respect of occupational disease and Injuries benchmarks. Conduct research on current best practices in Occupational and evidence based medicine. Develop policies and guidelines on occupational injuries and diseases. Provide inputs in the development and continuous updating of policies and guidelines on occupational injuries and diseases. Coordinate the consultations on new and updated policies with all relevant stakeholders. Coordinate the approvals of the new and updated/reviewed policies. Provide inputs into the medical aspects of all relevant policies and strategic plans within the Fund. Conduct provincial workshop on the new requirements of policies. Consult legal directorate for legal opinion. Monitor the implementation of the occupational injuries and diseases policies and guidelines. Analyse and report on occupational disease/medicine trends. Analyse occupational injuries and

disease data and produce regular management reports for consumption by all relevant stakeholders. Draw analyses of trends to inform policy and strategy direction. Provide guidance and advice to provincial medical services on service delivery direction based on occupational injuries and disease trends. Advise on the implications of changes in occupational injuries and disease trends in informing legislative reform. Assist in establishing and maintaining mutually-beneficial relationship with key stakeholders in Occupational Medicine and related fields. Consult with employees and employers on matters related to Occupational Health and Medicine. Engage with medical service providers on matters related to clinical practice, evidence based medicine and compliance to ethic-legal standards. Conduct training on Medical Services processes and provide advocacy to provincial operations. Provide technical advice and expertise on all medical aspects of compensation claims. Provide specialist medical advice on request from relevant section with the Fund and provincial operations. Provide expertise on complex claims referred from relevant sections within the Fund and provincial operations. Analyse referred medical claims trends and identify MSP and disciplines that need intervention.

ENQUIRIES : Dr LS Motsepe Tel No: (012) 406 5856
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
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POST 36/23 : **DEPUTY DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO: HR4/22/09/11HO**

SALARY : R882 042 per annum, (all inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : LLB/B-Proc. Admission as an Attorney or Advocate of the High Court of South Africa who has undergone pupillage and passes their bar exams. A valid driver's licence. Two (2) years of management experience. Three (3) years functional experience in a Legal services environment. Knowledge: Public Service transformation and management issues, Batho Pele Principles, Public Service Act, Ability to convert policy into action, Treasury Regulations, Public Service Regulations and relevant prescripts, Departmental Policies and procedures, Accounting systems and Internal control, Corporate governance. Skills: Administration and financial management, Verbal and written communication, Good interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management, Strong leadership, strategic decision making abilities.

DUTIES : Manage the administration of Advocacy Law. Conduct research to investigate the development of Advocacy Law. Manage the implementation of the Strategy to encourage cooperation of relevant Stakeholders. Develop the policy and provide technical advice to relevant stakeholders. Manage the implementation of capacity programmes on advocacy services.

ENQUIRIES : Dr P Naidoo Tel No: (012) 309 4959
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 36/24 : **DEPUTY DIRECTOR: EMPLOYMENT RELATIONS (GRIEVANCE, DISPUTE AND DISCIPLINE) REF NO: HR4/22/09/12HO**

SALARY : R744 255 per annum, (all inclusive)
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree(NQF7) in Labour Relations/Human Resource Management/ Employment Relations/ LLB. Five (5) years' experience of which two (2) years must be at management level and three (3) years functional experience in Employment Relations environment. A valid driver's licence. Knowledge: Labour Relations, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Public Service Commission's rules for dealing with complaints and grievances, Public Service Coordinating Bargaining Council's Resolutions, Interpretation of legislation/ policies, Policy/ guideline formulation. Skills: Management, Communication (verbal and written), Computer literacy, Organising, Analytical, Problem

solving, Budgeting/Financial skills, Innovative, Leadership, Negotiating, Presentation, Innovative.

DUTIES : Coordinate the implementation and promotion of Employment Relations programmes and interventions in the Department. Coordinate the finalization of all grievances and complaints received from employees in the Department. Coordinate and facilitate the finalization of all dispute cases in the Department. Provide training and advocacy on labour matters in the Department. Represent the Department in all disputes referred to the General Public Service Sectorial Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Manage the resources within the Employment Relations Unit.

ENQUIRIES : Ms T Roos Tel No: (012) 309 4720

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 36/25 : **OHS INSPECTOR (X2 POSTS)**

SALARY : R321 543 per annum

CENTRE : Pietermaritzburg Labour Ref No: HR4/4/5/72
 Labour Centre: Newcastle Ref No: HR 4/4/5/76

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

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and 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 : Mr MSJ September Tel No: (033) 341 5300
 Mr S Pillay Tel No: (034) 312 6038

APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.
 Deputy Director: Newcastle Labour Centre: PO Box 985, Newcastle 2940 or hand deliver at 29 Scott Street, Newcastle

FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg.
 Sub-directorate: Human Resources Management, Newcastle Labour Centre: KZN

POST 36/26 : **INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/4/08/20**

SALARY : R321 543 per annum

CENTRE : Alberton Labour Centre

REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's licence. Two (2) years functional experience in Inspection and enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Condition of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act,

		Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations. Namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of 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 of 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr LSM Nkutha Tel No: (011) 861 6130
	:	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 36/27</u>	:	<u>SENIOR PRACTITIONER MEDICAL BILLING REF NO: HR 5/1/2/3/94</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Compensation Fund, Pretoria
	:	Three- year tertiary qualification in Accounting/ Finance/ Audit / Internal auditing/ Business studies / Information claims and Operations Management. 2 years' experience on medical billing and medical tariffs. Knowledge: Departmental policies and procedure. COIDA. Medial Tariffs. Medical Billing. Risk awareness. Biology and medical terminology. Required IT Knowledge. Legislative requirements: COIDA. Public Service Act. PFMA and National Treasury Regulations. Skills: Facilitation. Data and records Management. Interpersonal relationship. Communication both (verbal and written). Computer. Telephone etiquette. Decision making. Analytical. Good Client relations.
<u>DUTIES</u>	:	Monitor the processing of billing, coding and medical tariffs. Review COIDA tariffs, business rules and coding. Maintain COIDA tariffs in the system. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms D Nkabinde Tel No: (012) 406 5666
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<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 36/28</u>	:	<u>PRACTITIONER: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/95</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Compensation Fund, Pretoria
	:	Three-year tertiary qualification in Accounting/ Finance/ Informatics/ Audit /Internal auditing Business, Management (or Administration)/ Operations Management.1-year experience in medical processing environment. Knowledge: Compensation Fund Objectives and Business Functions. Biology and medical anatomy. Customer service (Batho Pele Principles). Operations systems. Risk awareness. COIDA medical tariffs. Basic Conditions of Employment Act (BCEA). Legislative Requirements: COIDA. Public Service Act. PFMA and National Treasury Regulations. Skills: Data Analytics. Required Technical Proficiency. Writing Skills. Data capturing. Data records management. Telephone etiquette.
<u>DUTIES</u>	:	Monitor the processing of medical invoices. Approval of medical invoices according to delegations of authority. Evaluate and Monitor the processing of litigation enquiries. Supervision of subordinates.

ENQUIRIES : Ms D Nkabinde Tel No: (012) 406 5666
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
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 36/29 : **OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR4/22/09/14**

SALARY : R261 372 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. A valid driver's license. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.

DUTIES : Provide a receptionist support to the Chief Director including diary management for the Chief Director. Render a secretariat service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Director. Facilitate and coordinate all logistical and resource requirements of the Chief Director. Provide Management information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.

ENQUIRIES : Ms NFN Sigaba Tel No: 012 309 4545 / 0636943730
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 36/30 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/77**

SALARY : R211 713 per annum
CENTRE : Dundee Labour Centre
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 : Ms T Khumalo Tel No: (034) 212 3147
APPLICATIONS : Deputy Director: Dundee Labour Centre, PO Box 445, 3000 or hand deliver at 63 Victoria Street, Dundee
FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 36/31 : **DRIVER/MESSENGER REF NO: HR4/4/5/73**

SALARY : R176 310 per annum
CENTRE : Verulam Labour Centre
REQUIREMENTS : Matriculation/ Grade 12, Valid Driver's Licence, PDP. Knowledge: Departmental Policies and Procedures, Courier services. Skills: Driving skills, Literacy, Interpersonal relationship, Planning and organising.

DUTIES : Provide effective and efficient transport services within the Province. Conduct physical vehicle inspection. Assist in ensuring that vehicles are maintained, repaired and services. Office administrative duties.

ENQUIRIES : Mr B Zondi Tel No: (032) 541 5600

APPLICATIONS : Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 Or hand
deliver at 13 Wick Street, Verulam

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