

**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**

04 November 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](http://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 40/20**

: **DEPUTY DIRECTOR: SOLUTION AND APPLICATION DEVELOPMENT**  
**REF NO: HR4/22/10/10 HO**

**SALARY**

: R744 255 per annum, (all inclusive)

**CENTRE**

: Head Office, Pretoria

**REQUIREMENTS**

: Three (3) year National Diploma (NQF6)/ Undergraduate degree (NQF7) in Information Technology/ Computer Science/ Informatics PLUS MCSD certification. Five (5) years' functional experience at which two (2) years in the middle Management level and three (3) years of functional experience in the ICT Network/ Application complex environment as application developer using ASP.NET/JAVA, JQuery, HTML5, Azure. Statutory Body Requirements. N/A. Knowledge: Software languages and associated development platforms and tools, Multi-tier Software architectures and interfaces, System monitoring i.r.o availability, manageability, reliability and security, Software development

- methodologies, IT service management principles for incident, Change, Problem and Release Management, Technical standards/procedures, Expertise in selected software languages, associated framework and tools, Departmental Procedures and Processes. Skills: Presentation, Problem-solving, Communication, Time-Management, Project-Management, Planning and Organizing, Leadership skills, Negotiation skills, Conflict and Diversity Management.
- DUTIES** : Implement enhancements for software applications. Monitor the maintenance of all customized software applications. Engage with other ICT teams to deliver ICT solutions. Manage and supervise resources within the sub-directorate.
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Ms Engela Cronje at 083 797 1452  
: Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.  
: Sub-directorate: Human Resource Operations, Head Office.
- POST 40/21** : **ASSISTANT DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT (PIM) REF NO: HR4/4/7/100**  
(Re-advertisement, applicants who applied previously are encouraged to re-apply).
- SALARY CENTRE REQUIREMENTS** : R477 090 per annum  
: Provincial Office Mpumalanga  
: Three (3) years relevant qualification in Public Administration/Public Management/ Monitoring and Evaluation/ an Advanced Diploma in Monitoring and Evaluation. A valid driver's licence. Four (4) years functional experience in Performance Management/ Statistics Services/ Monitoring and Evaluation of which three years (3) function at the Office/ Senior Officer Level. Knowledge: Public Service Act, Public Service Regulations and relevant prescripts, Labour legislation and relevant policies, Batho Pele principles, Statistics and Database software packages, Functioning of DEL Labour Centres and Business Units, Labour market dynamics. Skills: General management, Project management, Communication, Computer Literacy, Interpersonal relation, Leadership, Data analysis, Analytical, Innovative.
- DUTIES** : Verify and align the National APP to the Provincial APP and Labour Centre work plan in respect of the Department's policy and planning purposes. Verify and develop the Provincial Information reports. Manage the analysis of the provincial performance information to determine the impact on the Labour market. Oversee the management of the provincial resource centre/library. Manage all the resource of the Sub-Unit.
- ENQUIRIES APPLICATIONS** : Mr SF Potgieter Tel No: 013 653 3800  
: Deputy Director: LMIS: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.
- POST 40/22** : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE REF NO: HR4/4/10/462**
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum  
: Provincial Office (Western Cape)  
: Three (3) years relevant tertiary qualification in Human Resource Management/ Human Resource Development/ Training and Development or equivalent in the Field of Human Resource Management/ Development Environment. Two (2) years Supervisory experience. Two (2) years functional experience in Human Resource Development/ Training environment. Drivers Licence. Knowledge: Good Governance, Departmental Procedures, Public Finance Management Act, Skills Development Act, Skills Development Levy Act, Employment Equity Act, Public Service Regulations Skills: Management, Financial Management, Computer Literacy, Innovative, Analytical, Communication, Interpersonal Skills, Time, Stress Management Skills, Team building skills, Diversity management skills, Problem solving, Technical skills (Project Management, Quality Management), Training, mentoring and coaching.
- DUTIES** : Coordinate and monitor the implementation of Human Resource initiatives in the Province. Administer implementation of performance management system. Facilitate implementation of Human Resources Development and Performance Management policies. Monitor the coordination and facilitation of Orientation

and Induction programmes in the Province, Monitor and evaluate the impact of trainings implemented in the Province. Manage all resources of the Subunit.

**ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 40/23** : **ASSISTANT DIRECTOR COID STATUTORY SERVICES REF NO: HR HR 4/1/1/141**

**SALARY** : R382 245 per annum

**CENTRE** : Provincial Office: East London

**REQUIREMENTS** : 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** : Ms P Mbongwana Tel No: (043) 701 3256

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9005, East London, 5200 or hand deliver at No.3 Hill Street, East London.

**FOR ATTENTION** : Human Resources Operations, Provincial Office East London

**POST 40/24** : **SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HE4/4/10/463**

**SALARY** : R321 543 per annum

**CENTRE** : Provincial Office (Western Cape)

**REQUIREMENTS** : Three (3) years tertiary qualification in Accounting/ Finance. Two (2) years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer literacy, Time management, Analytical, Numeracy, Interpersonal.

**DUTIES** : Provide accounts receivable and revenue collection notice, Render debt recovery service in the Province, Maintain the Overpayments Debtors Records, Supervise resources (Human, Finance, Equipment/ Assets) in the section.

**ENQUIRIES** : Mr Q Bowman Tel No: 021 441 8120

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street Cape Town

**POST 40/25** : **SENIOR PRACTITIONER: ASSESSMENT SERVICES REF NO: HR4/4/4/09/13**

**SALARY** : R321 543 per annum

**CENTRE** : Provincial Office: but stationed at Sebokeng Labour Centre

**REQUIREMENTS** : Three (3) year tertiary qualification in Public Administration/ Public Management or Public Sector Management or Administration. Two (2) years functional experience. Knowledge: Public Financial Management Act (PFMA)) Unemployment Insurance Act (UIA) Unemployment Insurance Contributions Act (UICA). Treasury Regulations, Operations system, Batho Pele Principals.

**DUTIES** : Verify claims on Operation System Authorize payments to qualifying UI beneficiaries. Verify the adjudicate claims. Supervise resources (Human, Financial, Equipment/Assets) in the section.

**ENQUIRIES** : Mr PP Godongwana Tel No: (011) 853 0303

**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 40/26** : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HE4/4/10/464**

**SALARY** : R321 543 per annum  
**CENTRE** : Provincial Office (Western Cape)  
**REQUIREMENTS** : Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Two (2) years functional experience in Auditing and/ Financial Management. Valid drivers licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, COIDA, Unemployment Insurance Act, Basic Conditions of Employment Act, Skill Development Levi Act, Labour Relations Act, Unemployment Contributions Act, Skills Development Act, Employment Equity Act, Public Financial Management Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Communication (Written and Verbal), Innovative, Analytical, Research, Project Management.

**DUTIES** : 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.

**ENQUIRIES** : Mr Q Bowman Tel No: 021 441 8120  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town

**POST 40/27** : **TEAM LEADER REF NO: HR4/4/10/465**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre: Cape Town (Western Cape)  
**REQUIREMENTS** : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid drivers licence. Knowledge: Departmental policies and procedures, Employment Service Act, Labour Relations Act, Basic Conditions of Employment 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 organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

**DUTIES** : 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). 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, allocated and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections, Conduct Advocacy Campaigns on all Labour legislation regularly, Manage the finalisation of files of cases received and investigations conducted by the inspectors. Contribute at a management 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. Manage the reference of non-complying employers for prosecution, Responsible for staff managing resources of the Unit.

**ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 40/28** : **INSPECTOR REF NO: HR4/4/10/466**

**SALARY** : R321 543 per annum  
**CENTRE** : Labour Centre: Cape Town (Western Cape)  
**REQUIREMENTS** : Three (3) years tertiary qualification in Labour Relations/ Labour Law/ LLB/ BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid drivers licence. 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, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation Skills, Planning and organising, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.

**DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, BCEA; LRA; EEA; UIA; COIDA; OHS and 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.

**ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 40/29** : **SENIOR ADMINISTRATION OFFICER: OFFICE SERVICES REF NO: HR4/4/5/88**

**SALARY** : R321 543 per annum  
**CENTRE** : Provincial Office: KZN  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Business/ Public management/ Administration/ Management. Two (1) years relevant experience in the Administration Services, A Valid Drivers Licence. Knowledge: Departmental policies and procedures, Basic Conditions of Employment Act, Public service regulations (basic knowledge), Client orientation Strategy (Batho Pele Principles), Minimum Information Security Standards, Archives Records, National Archives and record Services, Safety and Security, Accommodation Procedures, Damage and Loss Control. Skills: Computer literacy, Verbal and writing communication, Decision-Making, Conflict management, Listening, Interpersonal, Presentation, Problem solving.

**DUTIES** : Monitor accommodation and maintenance operations for the Province. Render Administration functions on security services, render effective registry services to the Province. Monitor and ensure that all ITC equipment's are operational, Supervise all resources of within the section.

**ENQUIRIES** : Mr M Mwelase Tel No: (031) 366 2316  
**APPLICATIONS** : Deputy Director: Provision Operations: PO Box 940, DURBAN, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

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

**POST 40/30** : **SENIOR PRACTITIONER: ACQUISITION MANAGEMENT REF NO: HR 4/4/3/1/SPAM/UIF (X2 POSTS)**  
Re-Advertisement

**SALARY** : R321 543 per annum  
**CENTRE** : Unemployment Insurance Fund: Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification (NQF 6) in Purchasing Management/ Facility Management/ Logistics Management/ Management. Two (2) years functional experience in Acquisition Management environment. Knowledge:

Public Finance Management Act (PFMA), Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Basic Condition of Employment (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Electronic Operation System, Public Service Regulations (PSR), Public Service Act (PSA), National Treasury Regulations Supply Chain Management Systems and Processes, Bid Procedures Broad Based, Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Skills: Problem Solving, Presentation, Planning and Organizing, Communications, Computer Literacy, Report Writing, Financial Management, Analysis, Time management, Numeracy.

**DUTIES** : Render administration of contracts for the UIF. Provide technical support on bidding process. Provide monthly reporting on awarded contracts and tenders. Render secretarial functions to the Bid Adjudication Committee, Supervise resources (Human, Financial, Equipment) in the unit.

**ENQUIRIES APPLICATIONS** : Ms WE Kruger Tel No: (012) 337 1876

Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub- directorate: Human Resources Management, UIF

**POST 40/31** : **SENIOR STATE ACCOUNTANT: SARS AND SUNDRY REF NO: HR 4/4/3/1/SSASARSS/UIF**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Unemployment Insurance Fund: Pretoria  
 : Three years tertiary qualification (NQF 6) in Financial Management / Financial Accounting / Cost and Management Accounting / Auditing / Accounting / Finance / Financial Management Accounting. Two (2) years' functional experience in Debtors Management environment. Knowledge: Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Financial Management, Conflict Management, Public Service Regulations (PSR), Public Service Act (PSA), Treasury Regulations, General Recognized Accounting Practices (GRAP), General Accepted Accounting Principles (GAAP), Labour Relations Act (LRA), Skills: Accounting, Communication (verbal and written), Computer literacy, Time Management, Interpersonal, Report writing, Planning and Organizing, Analytical Skills.

**DUTIES** : Verify the effective maintenance of SARS & Sundry debtor's records. Verify follow ups of outstanding sundry payments, Review monthly reconciliation of SARS and Sundry accounts against the sub module, Supervise resources (Human, Financial, Equipment / Assets) in the section.

**ENQUIRIES APPLICATIONS** : Ms M Walton Tel No: (012) 337 1631

Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub- directorate: Human Resources Management, UIF

**POST 40/32** : **SENIOR ADMIN OFFICER REF NO: HR 4/4/1/152**

**SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
 : Provincial Office East London  
 : Three (3) years relevant tertiary qualification in Business/ Public Management/ Administration/ Management. One (1) year functional experience in the Administration Services. Valid Driver's license. Knowledge: Relevant Departmental policies and procedures, Basic Conditions of Employment Act, Batho Pele Principles, Minimum Information Security Standard, Archives Records, National Archives and Record Service, Safety and Security, Accommodation, Damage and Loss Control. Skills: Verbal and written communication, Supervisory, Interpersonal relations, Decision-making, Problem solving, Presentation, Conflict management, Computer Literacy.

**DUTIES** : Monitor accommodation and maintenance operations for the Province (Daily). Render administration functions on security services (Daily). Render effective registry services to the Province (Daily). Monitor and ensure that all ITC equipments are operational (Daily). Supervise all resources of within the section (Weekly).

**ENQUIRIES APPLICATIONS** : Mr. S Mshumpela Tel No: (043) 701 3029

Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

**POST 40/33** : **CHIEF ADMINISTRATION CLERK REF NO: HR4/4/5/41**

**SALARY** : R261 372 per annum  
**CENTRE** : Provincial Office, KZN  
**REQUIREMENTS** : National Diploma or Degree in Public Administration/Public Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Batho Pele Principles, Employment Services, Assessment, Siyaya System, Skills Development Act, Public Service Regulations, Public Service Act. Skills: Communication, Computer Literacy, Training, Interpersonal, Presentation, Basic Condition of Employment.

**DUTIES** : Provide functional training to Processing Officers, Client Service Officers and Supervisors. Provide support services to the Labour Centres. Maintain close working relationship with all relevant stakeholders.

**ENQUIRIES** : Mrs NTG Khomo Tel No: (031) 366 2331  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KZN

**POST 40/34** : **PROVISIONING ADMINISTRATION OFFICER REF NO: HR4/4/10/3467**

**SALARY** : R261 372 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Supply Chain Management/ Finance/ Public/ Business Management. One (1) functional experience and EB drivers licence. Knowledge: Public Financial Management Act, Treasury Regulations, SCM Policy, Asset Management Policy, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contribution Act, Skill Development Act, Batho Pele Principles. Skills: Supervision, Negotiation, Client Orientation and customer, Facilitation, Computer Literacy, Communication, Analytical.

**DUTIES** : Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with the SCM Policies and Treasury Regulations. Provide goods and services in line with relevant prescripts of the Province. Provide inventory management and support to ensure effectiveness and efficient in the Province, Manage all resources of the Directorate (Daily).

**ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 40/35** : **FACTORY INSTRUCTOR: TEXTILE REF NO: HR4/22/09/04**

**SALARY** : R261 372 per annum  
**CENTRE** : Supported Employment Enterprise, Pietermaritzburg  
**REQUIREMENTS** : Occupational Certificate: Sewing Machine Operator (NQF Level 04) / N6 Clothing Production (NQF Level 06), Two (2) years functional experience in textile environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: 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, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical assessment, Teamwork, Counselling.

**DUTIES** : Implement product manufacturing process and operations within the factory. 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 N Mtebeni Tel No: 033 386 2211  
**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 40/36** : **FACTORY INSTRUCTOR: WOOD REF NO: HR4/22/09/03**

**SALARY** : R261 372 per annum

**CENTRE REQUIREMENTS** : Supported Employment Enterprise, Pietermaritzburg  
: Occupational Certificate: Carpenter / or Furniture (NQF Level 04), Two (2) years functional experience in wood environment, Supervisory experience and a valid driver's license will be an added advantage. Knowledge: 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, Environment and Quality systems. Skills: Planning and organizing, Communication, Computer Literate, Interpersonal, Analytical, Leadership, Technical assessment, Teamwork, Counselling.

**DUTIES** : Implement product manufacturing process and operations within the factory. 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 APPLICATIONS** : Ms N Mtebeni Tel No: 033 386 2211  
: 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 40/37** : **UI CLAIMS OFFICER (X2 POSTS)**

**SALARY CENTRE** : R211 713 per annum  
: Provincial Office: Western Cape Ref No: HR4/4/10/468 (X1 post)  
: Labour Centre: Cape Town Ref No: HR4/4/10/469 (X1 post)

**REQUIREMENTS** : A Grade 12/ Senior Certificate with 0-6 Months experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contribution Act, Public Service Regulations, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer care. Skills: Communication Verbal and written, listening, Customer Relations, Computer literacy, Decision making.

**DUTIES** : 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 enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.

**ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 021 441 8120  
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeek and Long Street, Cape Town

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 40/38** : **CLAIMS PROCESSOR (X3 POSTS)**

**SALARY CENTRE** : R211 713 per annum  
: Labour Centre: George (Western Cape) Ref No: HR4/4/10/470 (X1 Post)  
: Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/471 (X2 Posts)

**REQUIREMENTS** : Grade 12 certificate. Three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM will be added advantage. Zero (0) experience. Knowledge: DoL and 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, procedure and processes, Human Anatomy/ Biology, Medical terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT Knowledge, IT Operating Systems, Risk Awareness, Technical knowledge, COIDA Act, Regulations and Policies, DPSA guidelines on COID, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone Skills.

**DUTIES** : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES** : Mr. Q Bowman at 082 901 3232



**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 40/39** : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/7/102**

**SALARY CENTRE REQUIREMENTS** : R211 713 per annum  
: Emalahleni Labour Centre  
: Grade 12/Senior Certificate. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

**DUTIES** : Render services at help desk as the first point of entry Within the Registration services. Render Employment Services to all the clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act(COIDA) and Employer registration forms for COIDA.

**ENQUIRIES APPLICATIONS** : Ms GK Malatsi Tel No: 013 653 3800  
: Deputy Director Labour Centre Operations: Private Bag x7293 Emalahleni 1035, or hand deliver at 38 Mandela Avenue or Corner Escombe & Mandela Avenue Emalahleni.

**POST 40/40** : **CLAIMS PROCESSOR: COID SERVICES REF NO: HR4/4/7/103**

**SALARY CENTRE REQUIREMENTS** : R211 713 per annum  
: Emalahleni Labour Centre  
: Three (3) Year qualification in degree/diploma in Public Management /Administration/Social science/OHS/Finance/HRM is required. 1 -2 Years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology, Customer Service (Bathos 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** : Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES APPLICATIONS** : Ms GK Malatsi Tel No: 013 653 3800 (Emalahleni Labour Centre)  
: Deputy Director Labour Centre Operations: Private Bag x7293 Emalahleni 1035, or hand deliver at 38 Mandela Avenue or Corner Escombe& Mandela Avenue Emalahleni.

**POST 40/41** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R211 713 per annum  
: Durban Labour Centre Ref No: HR4/4/5/86 (X1 Post)  
: Johannesburg Labour Centre Ref No: HR 4/4/4/08/11 (X1 Post)

**REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

**DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with

labour legislation, 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 B Zondi Tel No: (031) 401 9424  
Ms F Tshabalala Tel No: 011 853 0300

**APPLICATIONS** : Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban.  
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 De Korte Street, Braamfontein

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

**POST 40/42** : **PERSONNEL OFFICER: HRD REF NO: HR4/4/7/101**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
Provincial Office: Mpumalanga  
A senior certificate, three (3) years qualification in Human Resource Management will be an added advantage. One (1) year functional experience. Knowledge: Departmental policies and procedures, HR related systems (PERSAL), Batho Pele Principles, Employment Equity Act, Public Service Regulation. Skills: Computer literacy, Analytical, Communication, Planning and organising.

**DUTIES** : Facilitate and provide administrative support for service benefit employees. Provide support to the recruitment and selection processes. Capture all personal data on PERSAL system. Attend to client enquiries.

**ENQUIRIES APPLICATIONS** : Mr Mandhleni Tel No: (013) 655 8700  
The Assistant Director: HRD: Private Bag X7263, EMALAHLENI, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni

**POST 40/43** : **ACCOUNTING CLERK: TRADE CREDITORS DEBIT ORDER EFT REF NO: HR 4/ 4/3/1/ACTCDEFT/UIF (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
Unemployment Insurance Fund: Pretoria  
Matric /Grade 12. 0 to 6 months' experience. Knowledge: Public Finance Management (PFMA), Financial Management, Public Service Regulation (PSR), Public Service Act (PSA), Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Relevant Financial Systems (Ax-One, BAS,e.t.c), HR System (PERSAL), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Accounting, Communication, Computer Literacy, Time Management, Interpersonal, Report writing, Planning and Organizing, Analytical, Creative, Financial Management.

**DUTIES** : Render the processing of invoices, Prepare and capture all payments that are fully authorized by the relevant signatories, Update and ensure clearing of accounts, accruals & provisions and record expenses in the correct period. Compile all reconciliation on a monthly basis and report/ investigate deviations from the norm. Monitor all expense accounts on a monthly basis and report/ investigate deviations from the norm.

**ENQUIRIES APPLICATIONS** : Mr V Nefale Tel No: (012) 337 1470  
Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**FOR ATTENTION** : Sub- directorate: Human Resources Management, UIF

**POST 40/44** : **ADMINISTRATION CLERK: ELECTRONIC OPERATION REF NO: HR 4/ 4/3/1/ADEOPS/UIF**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
Unemployment Insurance Fund: Pretoria  
Senior Certificate/Grade 12. No experience. Knowledge: Batho Pele Principle, Service Charter. Skills: Communication, Listening, Time Management, Computer Literacy, Interpersonal, Analytical, Data Capturing.

**DUTIES** : Receive and assess all the UI electronic claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all declaration electronically and verify authenticity as well as correctness on the relevant

system. Execute the payment of approved electronic claims as per the set time frames. Attend to electronic enquiries relating to all the processes claims or any other matter relating to the processing of electronic claims. Perform Administrative duties in the section

- ENQUIRIES APPLICATIONS** : Mr KK Betha Tel No: (012) 337 1547/ 1433  
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 40/45** : **MESSANGER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/101**
- SALARY CENTRE REQUIREMENTS** : R124 434 per annum  
: Emalahleni Labour Centre: Mpumalanga  
: Grade 10. No experience. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time Management, Conflict management, Planning and Organizing.
- DUTIES** : Provide messenger service within the Provincial Office (Daily). Handle administration of log sheets, fuel cards and fuel voucher of Subsidized vehicle.
- ENQUIRIES APPLICATIONS** : Ms GK Malatsi Tel No: 013 6533800  
: Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni 1035 or hand deliver 38 Mandela Avenue or Corner Escombe& Mandela Avenue Emalahleni.