

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** : 11 November 2022 at 16:00
- NOTE** : 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 41/09** : **DEPUTY DIRECTOR: MAINTENANCE MANAGEMENT REF NO: HR 4/4/3/2/DDMM/UIF**
(Re-advertisement, applicants who applied previously are encouraged to re-apply).
- SALARY** : R744 255 per annum
- CENTRE** : Unemployment Insurance Fund: Pretoria
- REQUIREMENTS** : Three years tertiary qualification (NQF Level 6) in Property Management/ Facility Management/ Public Administration or Management. Five (5) years' experience of which three (3) years must be functional experience in Maintenance environment and two (2) years must be junior managerial experience (Assistant Director) in Maintenance Management. Knowledge: Public Finance Management Act (PFMA). Facilities Management/ Maintenance. Supply Chain Management. Occupational Health and Safety Act

- (OHSA). Property/Facility Management. Skills: Financial Management. Analysis. Problem Solving, Project Management. Presentation. Planning and Organizing. Communication (Verbal and written). Computer Literacy. Report writing.
- DUTIES** : Manage and maintain provisioning of Facilities Management Services of UIF properties. Monitor the provision of general maintenance, cleaning and parking services. Monitor and maintain the switchboard and reception services. Manage the resources in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms MM Ramoshaba Tel No: (012) 337 1412/ 1405
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 41/10** : **DEPUTY DIRECTOR: FINANCIAL SYSTEMS ADMINISTRATION REF NO: HR 4/ 4/3/2/DDFSA/UIF**
- SALARY CENTRE REQUIREMENTS** : R744 255 per annum
Unemployment Insurance Fund: Pretoria
Three years tertiary qualification (NQF Level 6) in Financial Information Systems. Five (5) years' experience of which three (3) years must be functional experience in Financial Systems Administration environment and two (2) years' experience at a management level. Knowledge: Treasury Regulations. Accounting Principles. Financial Management Processes and Procedures. Financial Systems development. Software, coding and programming used in the financial and related systems (SQL). Skills: Communication (both verbal and written). Listening. Analytical. Presentation. Problem Solving. People Management. Innovative and Creative. Report writing. Time Management. Planning and Organizing. Interpretation. Advanced Computer Literacy.
- DUTIES** : Manage user access, system security and call register for all service requests and incidents. Manage the developments of new systems requirements, enhancements and changes. Manage Financial Systems, integration, exception transactions and monitor the loading of financial data. Monitor the supply of information and reports and provide high-level user support. Manage the resources (Human, Finance, Equipment and Assets) in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms L Briedenhann Tel No: (012) 337 1733/ 1668
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,
- POST 41/11** : **ASSISTANT DIRECTOR (OCCUPATIONAL THERAPY) REF NO: HR4/4/11/20**
- SALARY CENTRE REQUIREMENTS** : R525 087 – R582 771 per annum, (OSD)
Provincial Office: Mmabatho
National Diploma/ Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum five (5) year's relevant experience post community service. A proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation Fund Value Chain and business processes, Public Service Regulations, Policies and Procedures, Customer Service (Batho Pele Principles). Skills: Rehabilitation skills, Analytical, Business Writing, Required IT, Strategic Leadership, Financial Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organising, Problem Solving and Analysis, Decision Making, Accountability, Client Orientation and Customer Focus, Communication, Work Ethics and self-management, Risk Management and Corporate Governance, Environmental Awareness.
- DUTIES** : Manage early return to work and community re-integration programmes. Participate in the development/ review of rehabilitation strategy, policy and protocols in accordance with the legislation framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.
- ENQUIRIES** : Ms. N Litheko Tel No: (018) 387 8100

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

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 41/12 : **CAREER GUIDANCE COORDINATOR REF NO: HR4/4/11/21**

SALARY : R477 090 per annum

CENTRE : Provincial Office, Mmabatho

REQUIREMENTS : Four (4) year BPsych Qualification. Two (2) years supervisory experience. Two (2) years functional experience in Employment/ Career Counselling. Registration with HPCSA as Psychometrics, (Independent Practice) or Registered Counsellor (Independent Practice) Knowledge: International Labour Organisation Conventions. Financial Management. Human Resource Management. Public Service Act. Skills Development Act. Unemployment Insurance Act. Health Professions Act. Employment Equity Act. COIDA Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. Interpersonal. Report writing. Leadership. Networking.

DUTIES : Provide technical support to labour centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationship between career counselling and relevant organisations. Manage and co-ordinate the administration of psychometric assessment.

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

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

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 41/13 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR 4/4/3/2/ASDRM/UIF**

SALARY : R382 245 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : A three (3) year tertiary qualification (NQF Level 6) in Risk Management, Business Management /Administration, Financial Management and Public Management/ Administration. Two (2) years functional experience in Risk Management. Two (2) years supervisory level. Knowledge: Public Finance Management Act (PFMA), 1999. Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004). National Treasury Regulations. Public Sector Enterprise Risk Management (ERM) Framework. Public Service Act, 1994 as amended. Public Service Regulations, 2016. Basic Conditions of Employment Act (Act 75 of 1997). Labour Relations, 1995. Employment Equity Act, 1998 (act 55 of 1998). King Report on Corporate Governance IV. Skills: People Management. Conflict Management. Analytical. Problem Solving. Presentation. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Management, Financial Management, Computer Literacy.

DUTIES : Facilitate the implementation of risk management strategies, systems, policies and annual risk management plan. Coordinate risk management assessment process. Facilitate the risk awareness campaigns in the Fund. Manage resources (Human, Financial, Equipment/Assets) in the section.

ENQUIRIES : Ms TM Gqalane Tel No: 012 337 1770

APPLICATIONS : 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,

POST 41/14 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/4/09/05**

SALARY : R382 245 per annum

CENTRE : Gauteng Provincial Office

REQUIREMENTS : LLB / Four-year Legal qualification. Two (2) years functional experience in Legal Environment, a valid driver's license, Admission as an Attorney or Advocate. Knowledge: Public service transformation and managerial issues, 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, Enforcement Manual, Batho Pele principles, Employment Services Act, Employment Equity Act, Basic Condition of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Compensation for Occupational Injuries and Deceases Act, Occupational Health and Safety Act, Skill Development Act, Labour Relations Act, Labour Court Rules and Practice Directives, Migrate Court Act, Magistrate Court Rules and Practice Directives. Skills: Computer literacy, verbal and written communication, Good interpersonal relations, problem solving skills, facilitating, presenting, conflict management, research, litigation.

DUTIES : Implement statutory processes with respect to all Labour Legislation and IES Policies, Implement advocacy Programmes on compliance and enforcement, Develop and implement a Labour Centre Monitoring program for enforcement files, Oversee administration for statutory services in the Province.

ENQUIRIES : Adv. MS Msiza Tel No: (012) 309 0500

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 41/15 : **SAP ANALYST (CASE MANAGEMENT TECHNICAL SUPPORT) REF NO: HR/22/11/04HO**
(1 year fixed term contract)

SALARY : R382 245 per annum, plus 37% in lieu of benefits

CENTRE : IES, Head Office, Pretoria

REQUIREMENTS : National Diploma (NQF6) Undergraduate Degree (NQF7) in Information Technology/Informatics/Computer Science. Driving license. Microsoft and /or SAP Certificate (ASP K4+ or equivalent) +ITIL Foundation will serve as an added advantage. Four (4) years functional/technical experience on CX projects OR equivalent experience in similar internal IT Team role i.e. as lead of SAP/ in terms of developing, implementing and sustaining SharePoint and workflow systems at a Group wide level-and/ or managing integration of API's in a multi-vendor IT landscape. Knowledge: Broad knowledge of SAP functional areas, Good experience of working on a highly customized SAP system, Technical standards/ procedures, Workflow Automation, Report writing using ALV and ABAP lists, SAP ECC and Insurance knowledge, Working knowledge of Solution Manager, Dialogue programming, Solutions Development Life Cycle. Skills: SAP ABAP 7.0 with experience in Web User Interface, SAP Business Partner Relationships/ Group Hierarchy configuration, SAP Standard Middleware including SAP PI/XI, SAP Enterprise Portal, SAP scripts and smart forms, User exists/ enhancements.

DUTIES : Document and develop technical design for IES SAP solutions. Analyse, specify and configure IES SAP Business Objects Module. Provide support and maintenance of SAP applications. Maintain authorization, organizational structure, CRM and reporting modules.

ENQUIRIES : Adv. F Bede Tel No: 012 309 4896

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 41/16 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/09/10**

SALARY : R321 543 per annum

CENTRE : Roodepoort Labour Centre

REQUIREMENTS : Three (3) years tertiary qualification in Business Administration / Management; Public Administration / Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public 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.

DUTIES : 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.

ENQUIRIES : Ms C Geldenhuys Tel No: (011) 766 2000
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 41/17 : **SENIOR PRACTITIONER: BENEFICIARY SERVICES REF NO: HR4/4/09/12**

SALARY : R321 543 per annum
CENTRE : Gauteng Provincial Office, stationed at Soweto Labour Centre
REQUIREMENTS : A Three-year tertiary qualification in Public Administration/ Public Management or Public Sector Management or Administration. Two (2) years' functional experience. Knowledge: Public Finance Management Act (PFMA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Operations system, Batho Pele Principles. Skills: Interpersonal, Presentation, Listening, Communication (verbal and written), Computer Literacy.

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

ENQUIRIES : Ms J Monoto Tel No: (011) 983 8700
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 41/18 : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR (X2 POSTS)**

SALARY : R321 543 per annum
CENTRE : Mafikeng Labour Centre Ref No: HR 4/4/11/25 (X1 Post)
Klerksdorp Labour Centre Ref No: HR 4/4/11/26 (X 1 Post)
REQUIREMENTS : Three (3) years tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Two (2) years functional experience in Pension Administration/ Claims processing environment of a financial nature. 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. Problem solving and decision making.

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

POST 41/19 : **EMPLOYMENT SERVICE PRACTITIONER II REF NO: HR4/4/11/24**

SALARY : R321 543 per annum
CENTRE : Brits Labour Centre
REQUIREMENTS : Three (3) year relevant qualification in Social Science / Public Administration. Valid Driver's License. Knowledge: ILO Conversations, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and Organising, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advise on the availability of skills. Process applications for registration of PEA's and TEAs. Supervise the administration of employer services at the labour centre.

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

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

POST 41/20 : **ADMINISTRATIVE OFFICER: LABOUR MARKET INFORMATION STATISTICS & PLANNING REF NO: HR4/4/6/127**

SALARY : R261 372 per annum
CENTRE : Provincial Office: Limpopo
REQUIREMENTS : Three-year relevant tertiary qualification in Social Sciences/ Statistics/ Economics/ Business/ Public Administration with one-year functional experience in statistical/administrative/ Labour Market services Knowledge: Departmental policies and procedures, Basic knowledge of Labour legislation, Computer literacy, Batho Pele principles, Research Skills: Interpersonal skills, Interviewing skills, Research and statistics skills, Computer skills.

DUTIES : Collection of relevant labour market information. Provide support in conducting research projects/ survey. Gather information for policy and planning matters. Coordinate and arrange stakeholder meeting. Provide administrative support to Assistant Manager.

ENQUIRIES : Mr Makgobola M Tel No: 015 290 1664
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.

FOR ATTENTION : Sub-directorate: Human Resources Management, Limpopo

POST 41/21 : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X2 POSTS)**

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)

CENTRE : Mafikeng Labour Centre Ref No: HR 4/4/11/22 (X1 Post) (This is re-advertisement candidates who previously applied are encouraged to re-apply)
Rustenburg Labour Centre Ref No: HR 4/4/11/23 (X1 Post) (This is re-advertisement candidates who previously applied are encouraged to re-apply)

REQUIREMENTS : Four (4) years nursing degree/three years' diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. 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 : Ms. N Litheko Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

FOR ATTENTION : Sub-directorate: Human Resources Management

POST 41/22 : **AUXILIARY INSPECTOR EEA REF NO: HR 4/4/11/27**
(1 year fixed term contract)

SALARY : R211 713 per annum, plus 37% in lieu of benefits
CENTRE : Provincial Office, Mmabatho

- REQUIREMENTS** : Diploma in Labour Law/ Diploma in Paralegal/ Law Degree and driving licence will be added advantage. No experience required. Knowledge: Departmental policies and procedures. Skills Development Act. Labour Relations Act. Basic Condition of Employment Act. Employment Equity Act and regulations. Interpretation Statutes. Skills: Facilitation skills. Planning and Organizing (own work). Computing (Spreadsheets, PowerPoint and Word Processing). Interpersonal skills. Problem solving skills. Interviewing skills. Analytical. Verbal and written communication skills and Employment Equity Act.
- DUTIES** : Conduct administrative inspections with the aim of ensuring compliance with EEA. Execute investigations on reported cases pertaining to contravention of EEA. Conduct proactive (Blitz) inspections regularly to monitor compliance with EEA. Assist in conducting advocacy campaigns on EEA.
- ENQUIRIES** : Ms. N Litheko Tel No: (018) 387 8100
- APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
- POST 41/23** : **AUXILIARY INSPECTOR NMWA REF NO: HR 4/4/11/28**
(1 year fixed term contract)
- SALARY** : R211 713 per annum, plus 37% in lieu of benefits
- CENTRE** : Provincial Office, Mmabatho
- REQUIREMENTS** : LLB / BCOM LAW/ National Diploma in Labour Law/ Labour Relations. Knowledge: Departmental policies and procedures. Skills Development Act. Labour Relations Act. Basic Condition of Employment Act. Employment Equity Act and regulations. Interpretation Statutes. Skills: Facilitation skills. Planning and Organizing (own work). Computing (Spreadsheets, PowerPoint and Word Processing). Interpersonal skills. Problem solving skills. Interviewing skills. Analytical. Verbal and written communication skills and Employment Equity Act.
- DUTIES** : Conduct administrative inspections with the aim of ensuring compliance with NMWA. Execute investigations on reported cases pertaining to contravention of NMWA. Conduct proactive (Blitz) inspections regularly to monitor compliance with NMWA. Assist in conducting advocacy campaigns on NMWA.
- ENQUIRIES** : Ms. N Litheko Tel No: (018) 387 8100
- APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
- POST 41/24** : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X3 POSTS)**
- SALARY** : R211 713 per annum
- CENTRE** : Soweto Labour Centre Ref No: HR4/4/4/09/11 (X2 Posts)
Graff Reinnet Labour Centre Eastern Cape Ref No: HR4/4/10/210 (X1 Post)
- 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 J Monoto Tel No: (011) 983 8700
Mr L Mduduma Tel No: (049) 892 2142
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
Labour Centre Operations: P.O BOX 342, Graff Reinnet,6280
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng
Deputy Director: LCO

POST 41/25 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/11/29**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Vryburg Labour Centre
: 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 : Ms. N Litheko Tel No: (018) 387 8100
: Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

POST 41/26 : **ADMINISTRATION CLERK: PUBLIC EMPLOYMENT SERVICE REF NO: HR4/4/11/30**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Mogwase Labour Centre
: Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.

DUTIES : Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.

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

POST 41/27 : **ADMINISTRATIVE CLERK: SUPPORT SERVICES, IES REF NO: HR 4/4/4/09/06**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Gauteng Provincial Office, stationed at Pretoria Labour Centre
: Matriculation/ Grade 12. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and photocopier, Data capturing. Skills: Planning and Organizing, Computer Literacy, Communication.

DUTIES : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resources Services support for the Directorate.

ENQUIRIES APPLICATIONS : Adv. MS Msiza Tel No: (012) 309 0500
: 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