

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** : 18 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. 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 42/13** : **DEPUTY DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: HR4/22/04/07 HO**
- SALARY** : R744 255 per annum, (all inclusive)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Human Resources Management/Development/Training& Development/ Management of Training/ Public Management/ Public Administration. Valid driver's license Five (5) years' experience of which 2 are at middle management level and three (3) functional experience in Human Resource Development/ Training and Development services. Knowledge: Human Resource Development issues, Public Service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and

procedures, Batho-Pele principles, Constitution of South Africa. Skills: Planning and Organizing, Computer Literacy, Communication, Problem solving, Negotiation, Events Management, Presentation, Analysis, Investigating, People Management.

DUTIES : Coordinate the implementation of HRD strategy in the department. Manage the development of Workplace Skills Plan in the department. Manage the coordination of generic training programs. Manage the coordination of internship and learnership programs for the department. Develop, maintain and manage bursary system in the department. Coordinate the recognition of improved Qualifications processes.

ENQUIRIES : Mr S Nkhabelane Tel No: 012 309 4747

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 42/14 : **DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: HR 5/1/2/3/96**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : NQF level 7(as required by SAQA) in Finance/ Accounting.3 years' functional experience in Finance environment on Assistant Director Level or entry management level. 2 years' supervisory experience. Knowledge: Compensation Fund, policies and procedures. Relevant stakeholders. Batho Pele principles. Technical knowledge. Data and records management. Treasury and investment models, tools processes and techniques. Legislative Requirement: COID Act, Regulations and policies. Public service Act. PFMA and National Treasury Regulations. Public Service Regulation. Skills: Business Writing Skills. Budgeting and Financial Management. Communication both verbal and written. People and Performance Management. Managing inter-personal conflict. Planning and organising. Problem solving. Risk Management and Fund Governance. Statistical skill. Analytical skills. Financial reporting skills. Financial management. Treasury management skills.

DUTIES : Manage financial misconduct, losses and claims. Manage entity oversight and financial performance. Manage effective audit coordination, governance and financial regulatory framework within the Fund. Manage all resource in the sub-directorate.

ENQUIRIES : Mr M Molotsi at (076) 833 7223

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 42/15 : **DEPUTY DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/97**

SALARY : R744 255 per annum, (all inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Three-year tertiary qualification in Business Administration and certificate in Project Management. 5 years' experience in managing projects of which 2 years' is at the junior management level. Knowledge: Compensation Fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies. Project management information technologies e.g. PMBOK, MS project etc. Application of research methodology. COIDA. Customer Service (Batho Pele Principles). Technical knowledge. Quality management principles and processes. Public policy and frameworks. Legislative requirements: Public finance Management Act (PFMA). Public service regulations Act. Public service regulations. Treasury regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). LRA, EE Act, SDA & BCEA. Skills: Strategic management. Programme and project management. Strong analytical skills. Financial management. Project monitoring and evaluation. Communication skills (verbal and written). Conflict management. Decision making. Budgeting and Financial Management. Knowledge management. Continuous improvement. People and performance

<u>DUTIES</u>	:	Management. Diversity Management. Planning and organising. Problem solving. Risk Management and Fund Governance. Change Management. Manage the integration and delivery of priority projects and programmes for the Compensation Fund. Manage project deliverables in line with Fund and legislative quality standards and expectations. Provide best practice development and implementation in all projects and programmes. Implement the strategic and operational plan of the strategic management and programme office. Manage finances and physical assets within the strategic management and programme office. Manage resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms M Khosa at (066) 478 0037
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<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 42/16</u>	:	<u>DEPUTY DIRECTOR: FRAUD PREVENTION AND INTERGRITY REF NO: HR 5/1/2/3/98</u>
<u>SALARY</u>	:	R744 255 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Forensic Audit/ Forensic Accounting/ Commerce/ Risk Management. 5 years' functional experience in fraud management of which 2 years in supervisory experience. Association of Certified Fraud Examiners (ACFE) is an advantage. Knowledge: Public Service Act. Criminal law, criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Compensation Fund information technology operating systems, terminology, concept and practices. External Environmental Awareness. Knowledge of professional standards of the Associations of Certified Fraud Examiners (ACFE) Legislative Requirement: COIDA. The prevention and combating of corrupt activities Act, Act No.12 of 2003 (PRECCA). The prevention of Organised Crime Act, Act No.121 of 1998 (POCA). The protected Disclosure Act, Act No.26 of 2000(PDA). The public Finance Management Act, Act No 1 of 1999 (PFMA) as amended. National Treasury regulations. Promotion of Access to information Act (PAIA). Promotion Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Skills: Project management. Problem solving and analysis. Strategic planning and organising. Knowledge management. People management. Computer Literacy. Research. Communication (verbal and written). Relationship management/alliance partnering. Diversity management. Critical system thinking.
<u>DUTIES</u>	:	Develop fraud prevention and integrity management framework, policies, and procedures. Develop anti-fraud and corruption training programmes. Establish and research on various fraud detection techniques and Cyber Crime in the Fund. Monitor the administration of the anti-fraud hotline within the fund. Manage the resources in the Sub-directorate.
<u>ENQUIRIES</u>	:	Ms K Mocwiri Tel No: (012) 319 9147
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<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 42/17</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: 4/4/5/91</u>
<u>SALARY</u>	:	R477 090 per annum
<u>CENTRE</u>	:	Ladysmith Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQFL 6)/ Undergraduate Bachelor Degree (NQFL 7) in Environmental Health / Occupational Health / Hygiene / Analytical Chemistry / Chemical Engineering. Valid driver's license. Four (4) years functional experience in Health and Hygiene Inspection / Services. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and regulations, OHS Act and Regulations, OHS Standards, OHS

Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS Strategy for the Department in terms of OHS legislations. Conduct complex inspections for Health and Hygiene regularly as per inspection programme. Conduct technical research on latest trends in Occupational Health and Hygiene within identified sectors. Provide support for enforcement action, including preparation of reports for legal proceedings.

ENQUIRIES APPLICATIONS : Ms L Radebe Tel No: (036) 638 1900

FOR ATTENTION : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
Sub-directorate: Human Resources Operations, Provincial Office: KZN

POST 42/18 : **ASSISTANT DIRECTOR: DEMAND AND ACQUISITIONS REF NO: HR 5/1/2/3/99 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
Compensation Fund, Pretoria
Three-year qualification in Supply Chain Management/ Logistics/ Purchasing Management. Bcom Law will be added advantage. 2 years' functional experience in SCM Contract Management and Demand and Acquisitions. 2 years' supervisory experience in SCM Contract Management and Demand Acquisitions. Knowledge: Compensation Fund services, DoI and Fund policies and procedures. Relevant Stakeholders. Customer Services (Batho Pele Principles). Technical knowledge. SAP Knowledge. COIDA. Public Service Act. Occupational Health and Safety Act (OHS). Promotion of Access to information Act. Legislative Requirement: Preferential Procurement Policy Framework Act (PPFA). PFMA. National Treasury Regulations (Practice Notes key). BBBEE procurement provision. Skills: Required Technical Proficiency in Supply Chain management. Business Writing Skills. Decision making. Budgeting and Financial Management. Communication and Information management. Customer Focus and Responsiveness. People and performance management. Planning and organising. Problem solving. Team leadership. External Environment Awareness.

DUTIES : Coordinate the establishment of different Bid committee. Coordinate the Bid Committee process. Coordinate the Contract Management process. Management of Resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Mr S Hadebe at (064) 683 4325
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 42/19 : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION REF NO: HR4/4/3/2/ASDFA/UIF**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
Unemployment Insurance Fund: Pretoria
Three (3) year tertiary qualification (NQF level 6) in Financial Management/ Accounting. Four (4) years' experience in the field of data analysis / financial management of which two (2) years must be functional experience and two (2) years' experience at supervisory level. Knowledge: Public Finance Management Act (PFMA), Financial Management, Public Service Act (PSA), Public Service Regulations (PSR), National Treasury Regulations, Generally Recognised Accounting Practices (GRAP), Generally Accepted Accounting Practices (GAAP), Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organising, Analytical, Research, Numeracy.

DUTIES : Analyse Business Information. Review all financial policies and procedures and ensure implementation thereof. Provide inputs in compiling financial strategic objective for monitoring and evaluation. Manage resources.

ENQUIRIES : Ms L Briedenhann Tel No: (012) 337 1733/1668

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, UIF

POST 42/20 : **INSPECTOR: EMPLOYMENT EQUITY REF NO: HR4/4/5/67**

SALARY : R321 543 per annum
CENTRE : Provincial Office, KZN
REQUIREMENTS : National Diploma in Labour Law/ Advanced Labour Law NQF7/ Post grad in Labour Law NQF8/ Law degree/ BCOM Law. One (1) to Two (2) year's functional experience in EE Inspections is an added advantage. Valid driver's License. Knowledge: Departmental policies and procedures, Basic Conditions of Employment, Employment Equity Act, Batho Pele Principles, Compensation for Occupational Injuries and Diseases Act, Employment Services Act, Unemployment Insurance Act, UI Contributions Act. Skills: Planning and organising, Computer literacy, Interpersonal, Conflict handling, Problem Solving, Interviewing, Presentation, Communication and Interpersonal.

DUTIES : Conduct EE procedural inspections and DG Reviews with the aim of ensuring compliance with EE legislation. Deal with non-compliant employers to enforce compliance with EE legislation. Contribute to the planning, drafting and maintenance of provincial inspections. Assist in ensuring that quality inspection files are referred to the Principal Inspector and identify challenges on the files and advise on the way forward.

ENQUIRIES : Mr EM Khambula Tel No: 031 366 2201
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 42/21 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/1/215**

SALARY : R321 543 per annum
CENTRE : Labour Centre: Kariega
REQUIREMENTS : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF 7) in Business Administration/Management; Public Administration/Management; Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. KNOWLEDGE: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. SKILLS: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

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 W Koba Tel No: 041 992 4627
APPLICATIONS : Deputy Director: Labour Centre Operations, P.O. Box 562, Kariega, 6230, Hand deliver at 15 Chase Street, Kariega, 6230.

POST 42/22 : **SENIOR ADMINISTRATION OFFICER: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/100**

SALARY : R321 543 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Accounting/Auditing/Compliance Management. 2 years' functional experience in employer assessment or revenue management or compliance management or health insurance environment. Knowledge: Compensation Fund policies, procedure and processes. Relevant stakeholders and customer. Customer service (Batho Pele Principles). COIDA. Public Service Act. Protection of personal information Act (POPIA). Promotion of Access to personal information Act (PAIA). Legislative Requirement: Public Finance Management Act (PFMA). National

		Treasury Regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning; organisation and facilitation. Data and records management. Telephone skills and etiquette. Problem solving and decision making. Computer Literacy.
<u>DUTIES</u>	:	Review various extracts/request data reports to identify possible non-compliant employers for profiling. Review identified possible non-compliant employers. Collaborate with the provinces in the conducting of employer compliance audits (proactive and reactive) in relation to COIDA. Conduct advocacy on employer compliance in relation to COIDA. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Mahlatji Tel No: (012) 319 9367
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 42/23</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
		<u>PRACTITIONER: PERFORMANCE MANAGEMENT REF NO: HR 5/1/2/3/101</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Compensation Fund, Pretoria
	:	Three (3) years qualification in Human Resources Management/Human Resource Development/Training & Development/ Management of Training. One (1) year functional experience in Performance Management. Knowledge: Compensation Fund Policies and Procedures. Public Financial Management Act. Performance Management and Development Policies and Directives. Batho Pele Principles. Legislative Requirement: Public service Act. Public service Regulations. Skills: Interpersonal. Communication. Computer. Facilitation. Report writing. Minutes taking. Basic project management.
<u>DUTIES</u>	:	Facilitate performance agreement and performance assessment in the Fund. Provide logistical activities for Local performance review Board meetings. Administer performance management online system. Facilitate the administration of probation reports. Supervise staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms NE Makhubele Tel No: (012) 406 5803
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<u>NOTE</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>POST 42/24</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
		<u>OFFICE ADMINISTRATOR: RISK MANAGEMENT REF NO: HR 5/1/2/3/102</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum
	:	Compensation Fund, Pretoria
	:	Three-year relevant qualification in Office/Information Management/Public/Business Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Department policies and procedures. Planning and organising. Administration procedure. Batho Pele principles. Interpersonal relations. Skills: Facilitation. Interpersonal relationship. Communication both (verbal and written). Computer. Telephone etiquette. Organising. Decision Making. Analytical. Project Management.
<u>DUTIES</u>	:	Provide a reception support to the Chief/Directorate 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/Directorate. Facilitation and coordinate all logistical and resource requirement of the Chief/Directorate. Provide Management information and records management services in the Chief/Directorate. Track and monitor project tasks within the Chief/ Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms K Nkabinde Tel No: (012) 406 5663
<u>FOR ATTENTION</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 42/25** : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITION AND LEASING REF NO: HR4/22/11/42HO**
- SALARY** : R261 372 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Public Management, Facilities Management, Property Management and Bachelor of Arts in Disaster and Safety Management. Valid driver's licence. One (1) to Two (2) years' experience in the field of Property acquisition and leasing. Knowledge: Batho Pele Principles, Regulations (e.g. PFMA, Treasury Regulations), Building Environment, Occupational Health and Safety. Skills: Strong sense of urgency and accountability, Computer literacy knowledge of Excel, writing skills, Excellent Customer focus, Interpersonal relation skills, Communication skills, Problem solving skills, Decision making.
- DUTIES** : Acquire lease office accommodation as well as renew leased accommodation. Conduct site inspection and ensure compliance in terms of OHS in all leased building (implementation of compliance notices). Process the lease expenditure and ensure the payments of leases within 30 days. Maintain electronic folder for accommodation issues.
- ENQUIRIES** : Ms MR Maloka Tel No: 012 309 4058
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- POST 42/26** : **ADMINISTRATIVE OFFICER: PES ADMIN SYSTEMS REF NO: HR 4/22/11/57HO**
- SALARY** : R261 372 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Information Technology/ Computer Sciences/ Informatics. One (1) year functional experience in Information Technology services. Knowledge: Project Management, Batho Pele Principles, Human Resources Management, Administration, Unemployment Insurance Act, Public Finance Management Act (PFMA), Public Service Act, Skills Development Act. Skills: Communication (verbal and written), Computer, Presentation, Interpersonal, Report writing.
- DUTIES** : Provide secretariat support to the PES Administrative Systems Operation Committee. Provide logistical support for the implementation of PES infrastructure in Provinces to meet client expectations. Provide support in the running of PES Self-help services and Employment centres. Supervise the performance and conduct of subordinates. Render administrative support for the day to day operations of the Sub-Unit.
- ENQUIRIES** : Mr. Mpho Lechoano Tel No: 012 309 4263
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- POST 42/27** : **PRACTITIONER: FLEET MONITORING AND INSPECTION REF NO: HR4/4/8/68**
- SALARY** : R261 372 per annum
CENTRE : Provincial Office: Northern Cape
REQUIREMENTS : A relevant 3-year tertiary in Transport/ Fleet Management. A Valid driver's licence. One (1) year functional experience in Fleet /Transport Management Services. Knowledge: Procurement, servicing, operation, maintenance and repair of County vehicles. Methods, materials, tools, and equipment used in the maintenance and repair of vehicles. Applicable laws, codes, regulations, policies, and procedures. Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies. Diagnostic procedures for vehicles. Operation, theory and principles of gasoline and diesel-powered engines. Public Service Regulations, operations, policies and objectives. Policies and objectives of assigned programs and activities. Inventory practices and procedures. Principles and practices of administration. Oral and written communication skills. Interpersonal skills using tact, patience and courtesy. Operation of a computer and assigned software. Technical aspects of field of speciality. Skills: Communication. Coordination. Planning

and organization. Report writing. Computer. Monitoring and evaluation. Time Management.

DUTIES : Conduct inspection on Provincial fleet vehicles. Enforce compliance on Provincial fleet operations. Perform maintenance of fleet vehicle at the Province. Perform general administrative tasks in respect of fleet operations.

ENQUIRIES APPLICATIONS : Ms L Zita Tel No: 053 838 1671

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.

POST 42/28 : **EMPLOYER AUDIT OFFICER REF NO: HR/4/4/5/90**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
 : Provincial Office: KZN
 : Three (3) year relevant tertiary qualification with Labour Laws/ Accounting/ Finance/ Internal Audit subject passed up to second or third levels. 0-1-year relevant experience in Auditing and / or Financial management. A Valid Driver's Licence. KNOWLEGDE: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. SKLILS: Facilitation, Planning & Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing skills, Communication writing & Verbal, Innovative, Analytical, Research, Project management skills.

DUTIES : Monitor the implementation of UIA and COIDA, Investigate the systems that provide advice on sector specific UIA & COIDA. Investigate the systems that provide advice on sector specific UIA & COIDA matters, Organise the procedure that monitor and evaluate impact of UIA & COIDA programs. Assist in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

ENQUIRIES APPLICATIONS : Ms P Shandu Tel No: (031) 366 2095

FOR ATTENTION : Deputy Director: Provision Operations: PO Box 940, DURBAN, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

POST 42/29 : **MAINTENANCE OFFICER (ELECTRICAL) REF NO: HR 5/1/2/3/103**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
 : Compensation Fund, Pretoria
 : Three- year qualification in Electrical Engineering. 1 years' functional experience in electrical maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business process. Public Service, policies and procedure. Customer Service (Batho Pele principles). Building Engineering technical knowledge. Legislative Requirement: Occupational Health and Safety Act (OHS) and OHS relevant regulations. COIDA. Public Service Regulations. Public Service Act. National environment management Act. Public Finance Management Act. National Treasury Regulations. National Building Regulation and Building Standard Act. Skills: Required Technical proficiency. Decision making. Communication (verbal and written). Planning and organising. Problem solving. Project or Programme management.

DUTIES : Perform schedule electrical duties as per the maintenance plan to support the objectives of the Fund. Conduct electrical component assessment to effect all unplanned repairs and maintenance needs. Assess and monitor electrical related contractors. Render administration duties for the section.

ENQUIRIES APPLICATIONS : Mr MS Mokau Tel No: (012) 319 9198

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 42/30 : **SENIOR ADMINISTRATION CLERK: ESTATES REF NO: HR 5/1/2/3/104**

SALARY CENTRE : R211 713 per annum
 : Compensation Fund, Pretoria

<u>REQUIREMENTS</u>	:	A Grade 12 or equivalent qualification or 1-year experience. Knowledge: Public Finance Management Act. Treasury Regulations. Public Service Regulations. Basic Accounting System (BAS). Skills: Communication (verbal and written). Debt collection. Financial Management. Planning and Organising. Computer literacy. Interpersonal. Conflict handling. Problem solving.
<u>DUTIES</u>	:	Submit estate claims to master of high court and liquidator. Identify registered employer's or deceased employers. Liaise with relevant stakeholders.
<u>ENQUIRIES</u>	:	Ms DK Mbulawa Tel No: (012) 406 9238
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<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 42/31</u>	:	<u>INSPECTOR (X3 POSTS)</u>
<u>SALARY</u>	:	R211 713 per annum
<u>CENTRE</u>	:	Pietermaritzburg Labour Ref No: HR HR4/4/5/82 (X1 Post) Calvinia Labour Centre – Northern Cape Ref No: HR 4/4/8/67 (X1 Post) Johannesburg Labour Centre but stationed at Randburg Labour Centre Ref No hr4/4/4/08/16 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr MSJ September Tel No: (033) 341 5300 Mr D Luekes at 082 888 3343 Ms NM Tyebooi Tel No: (011) 781 8144
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg. Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg. Human Resources Operations, Provincial Office Kimberley Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 42/32</u>	:	<u>CLIENT SERVICE OFFICE: UI REF NO: HR 4/4/8/813</u>
<u>SALARY</u>	:	R211 713 per annum
<u>CENTRE</u>	:	Ficksburg Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12. Zero experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Department f Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedure and guidelines. Skills: Interviewing, Communication, Listening, Conflict Management, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette.
<u>DUTIES</u>	:	Provide Screening Services. Process application for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES</u>	:	Mr L Tlali Tel No: (051) 933 2299
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 42/33 : **CALL CENTRE AGENTS REF NO: HR4/4/3/1/CCA/UIF (X3 POSTS)**

SALARY : R176 310 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Grade 12 Certificate / equivalent. No experience required. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Batho Pele Principles, Call Centre Operating System. Skills: Communication (verbal and written), Listening, Computer Literacy, Interpersonal, Customer Focused.

DUTIES : Provide inbound and outbound calls services. Render helpdesk services. Maintain the employer database.

ENQUIRIES : Ms JN Twala and Mr NG Kgatle Tel No: (012) 337 1855/1563
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, UIF