

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.

<u>CLOSING DATE</u>	:	02 December 2022 at 16:00
<u>NOTE</u>	:	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, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). 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, D and F compulsory. Section E 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

<u>POST 44/116</u>	:	<u>PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR 4/4/8/815</u>
<u>SALARY</u>	:	R491 403 per annum
<u>CENTRE</u>	:	Provincial Office Free State
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification in Labour Relations Manager/ BCOM Law/ LLB/ Internal. Two (2) years Supervisor experience. Two (2) years functional experience in Auditing / Financial Management. A valid Driver's licence. Knowledge: 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. Skills: Facilitation, Planning and Organising, Computer literacy, Interpersonal, Problem Solving, Interviewing,

listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

DUTIES : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

ENQUIRIES APPLICATIONS : Mr M Luxande Tel No: (051) 505 6325

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Sub-directorate: Human Resources Operations, Free State

POST 44/117 : **ASSISTANT DIRECTOR: ACCOUNTS AND BOOKINGS REF NO: HR4/22/12/01**

SALARY CENTRE REQUIREMENTS : R393 711 per annum
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Public Management/ Public Administration/ Logistics Management/ Financial Management/ Business Management and Financial Administration, Valid Driver's Licence. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years' functional experience in Fleet Management/ Transport services. Knowledge: Public Finance Management Act, Departmental Policies and procedures, Intermediate Human Resource Development, General Management, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act and Employment Equity Act. Skills: Computer literacy, Analytical, Verbal/ written Communication, Project Management, Attention to detail, Planning and Organizing, Research, Networking, Coordinating, Time management, Managerial and supervision.

DUTIES : Monitor and administer correctness and completeness of bookings, air travel, short term rental vehicles, shuttle services, hotel accommodation and conference venue in the Department. Monitor processing of accounts to ensure payment of services providers on time. Monitor that Irregular, Fruitless and Wasteful Expenditure are recorded and reported. Monitor compliance on Travel IT. Monitor compliance with Travel Management Policies and available prescripts. Manage all the resources of the Division.

ENQUIRIES APPLICATIONS : Mr P Kgare Tel No: 012 309 4485
: Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 44/118 : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION AND ANTI-CORRUPTION REF NO: HR4/22/12/02**

SALARY CENTRE REQUIREMENTS : R393 711 per annum
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Risk Management/ Internal Audit/ Accounting/ Forensic Investigation. Four (4) years' experience of which two (2) years at Supervisory level and two (2) years' functional experience in Anti-fraud/ corruption environment. Knowledge: Investigative principles and practices, Departmental and the fund's policies and procedures, All Labour legislations, Anti-Fraud and Corruption policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations. Skills: Planning and organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal and written), Computer literacy, Presentation.

DUTIES : Implement Fraud detection and Anti-Corruption Strategies for provincial Offices. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the provincial Office. Analyse systems capabilities to anti-fraud and corruption management programmes. Analyse systems capabilities to anti-fraud and corruption management programmes.

ENQUIRIES APPLICATIONS : Ms. G Baker-Matjokana Tel No: 012 309 4968
: Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

<u>POST 44/119</u>	:	<u>OHS INSPECTOR REF NO: HR 4/4/8/810</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Petrusburg Labour Centre
<u>REQUIREMENTS</u>	:	Senior Certificate plus 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Drivers Licence. Zero Experience. Registration with the relevant, recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr D Namane Tel No: (053) 574 0932
<u>APPLICATIONS</u>	:	Provincial Office, Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43Charlotte Maxeke, Street, Bloemfontein.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Free State
<u>POST 44/120</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/5/95</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Ladysmith Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) years qualification in Business Administration/ Management: Public Administration Management and Operations Management. Valid Driver's Licence. 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 Service Act, Public Services Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem Solving, Computer Literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of the entry within the Registration Services. Oversee the employment service rendered to all clients, Monitor the process of Unemployment Insurance Benefits applications and Employment 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.
<u>ENQUIRIES</u>	:	Ms L Radebe Tel No: (036) 638 1900
<u>APPLICATIONS</u>	:	Deputy Director: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 44/121</u>	:	<u>EMPLOYER SERVICES PRACTITIONER (ESP II) (X2 POSTS)</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Ermelo Labour Centre Ref HR4/4/7/105 (X1 Post) Emalahleni Labour Centre Ref: HR/4/4/7/106 (X1 Post)

<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. A valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
<u>DUTIES</u>	:	Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request for International Cross Boarder Labour Migration (ICBLM) and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) AND Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Scheme. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES</u>	:	Ms L Mashego Tel No: 017 819 7632 Ms G Malatsi Tel No: 013 653 3800
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X9054, Ermelo, 2350 or hand deliver at Merino Building Cnr of De Jager& Joubert Street, Ermelo. Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni 1035 or hand deliver 38 Mandela Avenue or Corner Escombe& Mandela Avenue Emalahleni.
<u>POST 44/122</u>	:	<u>SENIOR PRACTITIONER: CALL CENTRE REF NO: HR4/4/3/1/SPCC/UIF (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum Unemployment Insurance Fund: Pretoria Three (3) years' tertiary qualification (NQF Level 6) in Contact Centre Management/ Public Management/ Business Administration/ Business Management/ Financial Management/ Management/ Administration Management/ Public Administration. Two (2) years' functional experience in Call Centre. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR). Public Service Act (PSA), Labour Relation Act (LRA). Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Skills: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report writing, Planning and Organizing, Diversity Management.
<u>DUTIES</u>	:	Supervise the handling of inbound and outbound calls. Supervise the provision of helpdesk services, Supervise resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NG Kgatle Tel No: (012) 337 1563 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.
<u>FOR ATTENTION</u>	:	Sub- directorate: Human Resources Management, UIF
<u>POST 44/123</u>	:	<u>CALL CENTRE QUALITY ASSURER REF NO: HR4/4/3/1/CCQA/UIF</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R331 188 per annum Unemployment Insurance Fund: Pretoria A three (3) year tertiary qualification (NQF Level 6) in Call Centre/ Contact Centre Management/ Public Management/ Business Administration/ Business Management/ Financial Management/ Management/ Administration Management/ Communication. Two (2) year's functional experience in Call Centre/ Customer Services environment. Knowledge: Telephone Etiquette, Call Centre Processes, Call Centre Systems, Public Finance Management Act (PFMA), Public Service Regulations (PSR). Public Service Act (PSA), Batho Pele principles. Skills: Computer Literacy, Interpersonal, Communications, Listening, Customer Focused, Telephone etiquette, Problem Solving. Analytical, Report writing, Planning and Organizing, Creativity.
<u>DUTIES</u>	:	Evaluate the quality of the call received and provide advice on Standard Operational Measures. Retrieve, Analyse and provide the systematic Call

Centre reports. Maintain Call Centre systems. Maintain call centre equipment and agent database.

ENQUIRIES : Mr IM Muthombeni Tel No: (012) 337 1730

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 44/124 : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: 4/4/8/66**

SALARY : R331 188 per annum

CENTRE : Springbok Labour Centre: Northern Cape

REQUIREMENTS : Senior Certificate plus a 3 year recognised qualification in the relevant field, i.e. Electrical Engineering, Valid driver's licence. No experience required. Registration with the relevant recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. SKILLS: Planning and organizing, Communication skills, Compute Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation, Problem solving skills, Interviewing, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Ms HN Goci Tel No: 027 718 1058

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

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 44/125 : **SAFETY OFFICER SUPPORTED EMPLOYMENT ENTERPRISES (X3 POSTS)**

SALARY : R269 214 per annum

CENTRE : SEE Springfield (also responsible for Rand, Silverton, Seshego) Ref No: HR 4/22/10/01 (X1 Post)
SEE Ndabeni (also responsible for Epping, East London, Port Elizabeth) Ref No HR 4/22/10/02 (X1 Post)
SEE Pietermaritzburg (also responsible for Bloemfontein, Kimberley, Potchefstroom) Ref No: HR 4/22/10/03 (X1 Post)

REQUIREMENTS : Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Occupational Health Safety Management. A Valid driver's licence (Code EB/08). One (1) year functional clerical / administrative experience in Occupational Safety Environment. Knowledge: Departmental Policies and Procedures, Occupational health and safety, Fire-fighting, First aid, EHW Programmes. Skills: Interpersonal, Project Management, Diversity facilitation, Communication Skills.

DUTIES : Coordinate and promote Health and Safety in the Factories. Conduct Safety, Health and Environment Risks Assessment and Quality Management (SHERQ). Coordinate a healthy and safety working environment in collaboration with other components. Conduct incident investigations on Occupational Health and Safety case.

ENQUIRIES : Ms A Pretorius Tel No: 012 843 7425

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 44/126 : **CLAIMS PROCESSOR REF NO: HR4/4/5/93**

SALARY : R218 064 per annum
CENTRE : Pietermaritzburg Labour Centre
REQUIREMENTS : Grade 12 Certificate. Three-year tertiary qualification in Public Management/Administration/Social Science/OHS/Finance/HRM will be added advantage. Knowledge: Public Service Act, Compensation Fund business strategies and goals, Compensation Fund Value Chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles) and Technical knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Adjudicate the registered claims. Preparation of compensation benefits. Handle claims enquiries. Render administration activities.

ENQUIRIES : Mr JSM September Tel No: (033) 341 5300
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X 9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.

FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Pietermaritzburg.

POST 44/127 : **CLIENT SERVICE OFFICER: COID REF NO: HR4/4/10/101**

SALARY : R218 064 per annum
CENTRE : Cradock Labour Centre, Eastern Cape Province
REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. No experience required. Knowledge: Batho Pele Principles, Public service act, Public service regulations, Compensation Fund Value chain, PFMA and Treasury Regulations. Skills: Business Writing Skills, Interpersonal Relations, Telephone etiquette, Computer Literacy, Analytical, Planning and Organising.

DUTIES : Receive and verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all service related queries and complaints.

ENQUIRIES : Ms N Mkonto Tel No: (048) 8813010
APPLICATIONS : Labour Centre Operations: P.O BOX 38, Cradock, 5880. Hand delivery 73 Frere Street Cradock

FOR ATTENTION : Deputy Director: LCO

POST 44/128 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/97**

SALARY : R218 064 per annum
CENTRE : Stanger Labour Centre
REQUIREMENTS : Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

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 : Ms SN Nzama Tel No: (032) 551 7300
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 138, Stanger, 4450 or hand deliver at 12 Cato Street, Stanger.

FOR ATTENTION : Sub-directorate: Deputy Director: Labour Centre Operations, Stanger.

POST 44/129 : **ADMINISTRATION CLERK REF NO: HR 4/4/8/70**

SALARY : R181 599 per annum
CENTRE : Kimberley Labour Centre – Northern Cape

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

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

ENQUIRIES : Mrs HR Olivier Tel No: (053) 838 1513

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

FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 44/130 : **ACCOUNTING CLERK REF NO: HR 4/4/8/819**

SALARY : R181 599 per annum

CENTRE : Provincial Office Free State

REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. No experience required. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Financial prescripts and manuals. Batho Pele Principles. Departmental Policies and Procedures. Skills: Planning and organising. Computer literacy. Communication. Problem solving. Accounting. Analysis.

DUTIES : Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, Logis, Persal and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts an unallocated account before month closure.

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

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

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