

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** : 09 December 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, 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)
- ERRATUM:** Kindly note the advertised post of Assistant Director: Fraud Investigation and Anti- Corruption with Ref No: HR4/22/12/02 advertised on Public Service Vacancy Circular 44 dated 18 November 2022 with a closing date 02 December 2022 is hereby withdrawn. Sorry for inconvenience. Enquiries: contact Mr. Frank Thengwayo Tel No: 012 309 4497

OTHER POSTS

- POST 45/72** : **DEPUTY DIRECTOR: EMPLOYMENT EQUITY REF NO: HR4/22/12/08 HO**
- SALARY** : R908 502 per annum, (all inclusive)
- CENTRE** : Head Office, Pretoria
- REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/ Human Resources Management/ Business Management/ Public Administration. Valid driver's license. Two (2) years management experience and three (3) functional experience in Labour Relations/ Human Resources Management. Knowledge:

- Employment Equity Regulations, Employment Equity Act, Labour Relations Act, Public Finance Management Act, National Minimum Wage Act, Basic Conditions of Employment Act, Departmental Policies and procedures, Batho Pele Principles. Skills: Project management, Computer literacy, IT System, Verbal and written communication, Interpersonal relations, Leadership and negotiation, Statistical analysis, Presentation and Facilitation.
- DUTIES** : Manage the maintenance and development of specification for an efficient and effective database system (EE System). Manage the development and preparation of the EE Public register for approval and publication, Manage the provision of the EE System training to provincial trainer and development of training tools. Manage the provision of technical support to employer through the EE helpline, webmaster services, EE reporting Portal and EE Roadshows. Management of all the resources in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Ms N Mamashela Tel No: 012 309 4040
: 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 45/73** : **EMPLOYER SERVICE PRACTITIONER (ESPIII) REF NO: HR4/4/1/100**
- SALARY CENTRE REQUIREMENTS** : R491 403 per annum
: Mthatha Labour Centre
: Three-year tertiary qualification in Social Science (Psychology, Psychology) / Public Administration/ Public Management/ Business Administration/ Business Management. Four years (Functional and Supervisory experience in Employment Services Environment. Valid Drivers License. Knowledge: Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation for Occupational Injuries and Diseases Act, ILO Conventions, Human Resource Management Policies, Public Financial Management Act, Public Service Act, Departmental Internal Policies, National Development Plan. Skills: Planning and organizing, Communication, Computer, Networking, Analytical, Presentation, Report writing, Negotiation, Marketing, Interpersonal, Leadership.
- DUTIES** : Coordinate and maintain the relationship within Employment Services stakeholders. Manage the provision of registration and referral of work seekers for the Department. Supervise the provisioning of technical advice and administration services regarding PES legislation to the client. Provide administration support to PES Labour Centres. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief Schemes (TES).
- ENQUIRIES APPLICATIONS** : Ms S Zawula at 065 863 5949
: Deputy Director: Labour Centre Operations, Private Bag X 5080 Mthatha, 5100. Hand delivery No 18 Manpower Building CNP Elliot & Madeira Street Mthatha, 5099.
- FOR ATTENTION** : Deputy Director: Labour Centre Operations
- POST 45/74** : **ASSISTANT DIRECTOR: ANTI FRAUD AND CORRUPTION REF NO: HR4/22/12/56HO**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum
: Head Office, Pretoria
: Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Forensic Investigation/Law /Auditing/ accounting. Five (5) years' experience of which two (2) years' experience at Supervisory level and three (3) years' must be functional experience in the field of forensic investigations. Knowledge: Public Finance Management Act, Prevention and Combating of Corrupt Activities Act, National Treasury Regulations, Public Sector Enterprise Risk Management Framework, Public Service Act, Public Service Regulations, Protected Disclosure Act. Skills: Organizational and Planning, Facilitation, Project Management, Analytical, Listening, Communication (verbal and written), Computer literacy, Interviewing, Research, Good Interpersonal relation, Report writing and Innovative.
- DUTIES** : Facilitate the implementation of the Departmental Anti-Fraud and Corruption strategies. Facilitate the investigations of reported cases of on Fraud and Corruption within the Department. Manage the Fraud and Corruption awareness campaigns. Liaise with appropriate section within the Department

		of Employment and Labour and external stakeholders on Fraud Prevention and Anti Corruption measures. Manage all resources of the Directorate.
<u>ENQUIRIES</u>	:	Ms. G Baker-Matjokana Tel No: 012 309 4968
<u>APPLICATIONS</u>	:	Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
<u>POST 45/75</u>	:	<u>OHS INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Emalahleni Labour Centre Ref No: HR4/4/7/90
	:	Mashishing Labour Centre Ref No: HR4/4/7/91
<u>REQUIREMENTS</u>	:	A 3-year tertiary qualification in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Science, Biotechnology, Biochemistry. A valid driver's license. Two (2) years functional in inspections and enforcement of labour legislations or in the relevant environment. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OSH Regulations, South African National Standards (Codes)- incorporated (Codes become regulations), Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, Employment Equity Act- relevant key elements, Relevant guidelines of the aforementioned legislation. Skills: Planning and organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing 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. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other 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 OHS and other relevant labour legislations including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all other relevant 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>	:	Emalahleni: Ms GK Malatsi Tel No: 013 653 3800
	:	Mashishing: Mr. IM Nkosi Tel No: 013 235 2368/9
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 38 Mandela Ave, or Corner Escombe & Mandela Ave, Emalahleni.
	:	Deputy Director Labour Centre Operations: Private Bag X20081, Mashishing, 1120 or hand deliver at 51 De Klerk Street, Mashishing
<u>POST 45/76</u>	:	<u>TEAM LEADER REF NO: HR4/4/4/10/01</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Labour Centre: Benoni
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Knowledge: Departmental policies and procedures, Labour Relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, Employment Equity Act, Immigration Act. Skills: Facilitation Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance Management, Communication.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness.

Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct advocacy campaigns on all labour legislation regularly. Manage the finalisation of files of cases received and investigations conducted by the Inspectors. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr R Reddy, Tel No: 011 747 9609
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 45/77 : **SENIOR PRACTITIONER: ASSESSMENT SERVICES REF NO: HR 4/4/4/10/02**

SALARY : R331 188 per annum
CENTRE : Labour Centre: Germiston to be stationed at Labour Centre: Randburg
REQUIREMENTS : Three years tertiary qualification or equivalent. Two (2) years functional experience. Knowledge: Unemployment Insurance Contributions Act, Unemployment Insurance Act, Public Finance Management Act, Treasury Regulations, Operations system, Batho Pele Principles. Skills: Communication, Computer literacy, Listening, Interpersonal, Presentation.

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

ENQUIRIES : Ms N M Tyelbooi Tel No: (011) 781 8144
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 45/78 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/4/09/07**

SALARY : R331 188 per annum
CENTRE : Johannesburg Labour Centre
REQUIREMENTS : Three-year tertiary qualification in degree/diploma in Business Administration/Management; Public Administration Management and Operations Management is Experience: Two (2) year functional experience in registration services. Knowledge: All Labour Legislation and Regulations, Private Employment Agency regulation and related ILO conventions, Batho Pele Principles, Public Service 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 etiquette, Mediation, Analytical.

DUTIES : Monitor and oversee the help desk as the first point of entry within the Registration Service. Oversee the employment service rendered to all clients. Monitor the process 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 COID. Attend to all complaints regarding legislation and follow up on pending complaints.

ENQUIRIES : Ms F Tshabalala Tel No: 011 816 1200
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein
FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 45/79 : **SENIOR PRACTITIONER: PROCESS IMPROVEMENT AND CHANGE MANAGEMENT REF NO: HR4/4/3/1SPPICM/UIF**

SALARY : R331 188 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : A three (3) years' tertiary qualification (NQF Level 6) in Organisational Psychology/ Public Administration/ Public Management/ Management Services/ Human Resources/ Operations Management/ Production Management. Two (2) years' functional experience in Change Management. Knowledge: Public Service Management Act (PFMA), Project Management approaches, tools and phases, Public Service Regulation (PSR), Basic

Conditions of Employment Act (BCEA), Public Service Act (PSA), Labour Relations Act (LRA) Change Management principles and methodologies, Change Management Framework 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 skill both written and verbal, People Management, Problem solving, Computer Literacy, Time Management, Analytical, Presentation, Interpersonal Report Writing, Planning and Organizing Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report writing, Planning and Organizing, Diversity Management.

DUTIES : Diagnoses organizational, individual culture and climate change within the Fund. Develop, interview and implement change management strategy. Develop, review and implement procedure manuals and processes. Supervise resources (Human, Financial. Equipment/ Assets) in the section.

ENQUIRIES APPLICATIONS : Mr GZ Moosa Tel No: (012) 337 1719
: 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 45/80 : **OFFICE ADMINISTRATOR REF NO: HR4/4/3/1OA/UIF (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Unemployment Insurance Fund: Pretoria
: Three-year tertiary qualification (NQF level 6) in Office Administration / Secretarial / Office Management/ Administration/ Management Assistant. One (1) to two (2) year's functional experience in Office Administration environment. Knowledge: Public Service Regulations (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA), Departmental policies and procedures, Batho Pele principles, Administration procedures. Skills: Computer Literacy, Interpersonal, Communications (verbal and written), Report writing, Planning and Organizing, Time Management.

DUTIES : Provide Secretarial service to the office of the Senior Manager. Render financial administration service to the office of the Senior Manager. Provide logistical support service to the office of the Senior Manager. Provide administrative support services to the officer of the Senior Manager.

ENQUIRIES APPLICATIONS : Ms DM Maphoto Tel No: (012) 337 1652
: 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 45/81 : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/1/144**

SALARY : Grade 1: R268 584 – R311 361 per annum, (OSD)
: Grade 2: R330 324 – R379 356 per annum, (OSD)
: Grade 3: R400 644 - R507 540 per annum, (OSD)

CENTRE REQUIREMENTS : Labour Centre: Komani
: Four (4) years nursing degree/three year's diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Valid driver's license. 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

DUTIES : Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
 : 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 A Maqolo Tel No: (045) 807 5400
APPLICATIONS : Deputy Director: Labour Centre Operations: P.O Box 323, Queenstown, 5320 or hand deliver at No.10 Robinson Road, Queenstown

POST 45/82 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X2 POSTS)**

SALARY CENTRE : R218 064 per annum
 : emaXesibeni Labour Centre Eastern Cape Ref No: HR4/4/1/100
 : Sebokeng Labour Centre Ref No: HR 4/4/4/09/08

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 for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES : Mr M Ntonga Tel No: 039 254 0282
 : Mr Mtolo Tel No: 016 436 0000

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 530 emaXesibeni, 4735, Hand deliver at No 52 Church Street emaXesibeni. For Attention: Deputy Director: Labour Centre Operations
 : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hands deliver at 77 de Korte Street, Braamfontein for attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 45/83 : **CLIENT SERVICE OFFICER: COID REF NO: HR 4/4/4/10/07**

SALARY CENTRE : R218 064 per annum
 : Labour Centre: Vereeniging

REQUIREMENTS : A Grade 12 Senior Certificate. Knowledge: Public Service Act, PFMA and Treasury Regulations, Public Service Regulations, COIDA, OHS, Promotion of Access to Information Act, Customer Service (Batho Pele principles), Compensation Fund value chain, Compensation Fund business strategies and goals, Directorate goals and performance requirements. Skills: Business Writing, Computer literacy, Listening, Telephone etiquette and Interpersonal.

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

ENQUIRIES : Mr SS Mdluli Tel No: 012 319 9133
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 de Korte Street, Braamfontein

FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 45/84 : **INSPECTOR (X4 POSTS)**

SALARY CENTRE : R218 064.per annum
 : Bethlehem Labour Centre Free State Ref No: HR 4/4/8/818 (X1 Post)
 : Ficksburg Labour Centre Free State Ref No: HR 4/4/8/820 (X1 Post)
 : Durban Labour Centre Ref No: HR4/4/5/86 (X2 Posts)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. No experience required. Knowledge: Departmental policies and procedures. Skills Development Act. Labour Relation Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills. Planning and organizing (Own work). Computing (Spread sheets, PowerPoint and word processing).

Interpersonal skills. Problem solving skills. Interviewing skills. Analytical, Verbal and written communications skills. Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct pro-active (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 all allocated cases.

ENQUIRIES : Mr. T Moholi Tel No: (058) 303 5293 and 051 933 3705
Mr B Zondi Tel No: (031) 401 9424

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
Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 45/85 : **PERSONNEL OFFICER REF NO: HR4/4/7/108**

SALARY : R181 599 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate Plus Certificate in Human Resource field. No experience. Knowledge: Departmental policies and procedures, HR related systems (PERSAL), Batho Pele Principles, Employment Equity Act, Public Service Regulation. Skills: Computer literacy, Analytical, Communication, Planning and organising.

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

ENQUIRIES : Mr Matjeke Tel No: (013) 655 8700
APPLICATIONS : The Assistant Director: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.
FOR ATTENTION : The Assistant Director: HRM & ER