

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** : 19 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)

OTHER POSTS

- POST 46/08** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/10/474**
(Re-advertisement, applicants who previously applied must re-apply)
- SALARY** : R908 502 per annum, (all inclusive)
- CENTRE** : Labour Centre: Knysna (Western Cape)
- REQUIREMENTS** : Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science (Developmental Studies, Social Work, Nursing Industrial Psychology/Psychology, Qualifications with Research Economics, and Statistics as major subjects), Engineering Science (Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering,

Chemistry, Explosives Management, Explosives Engineering), Management, Public Management/Administration, Business Management/Administration, Operations Management, Project Management, Commerce (General), Administrative Information Management, Administrative Management, LLB/BCOM Law/BA Law/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations / services delivery environment. Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Plan Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, Interpersonal, Conflict Management, Change Management, Diversity Management, Monitoring and Evaluation, Leadership and Project Management.

DUTIES : Manage the service delivery objectives as per the mandate of Department of Employment and Labour (Daily). Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre (Daily).

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

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

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

POST 46/09 : **DEPUTY DIRECTOR: COIDA REF NO: 4/4/8/75**

SALARY : R908 502 per annum, (all inclusive)
CENTRE : Provincial Office Kimberley: Northern Cape

REQUIREMENTS : Three -year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Three (3) years functional experience in the disability claims and medical insurance (including disability claims) processing environment. Two (2) years management experience in the disability claims and or medical insurance (including disability claims) processing environment. Knowledge: COIDA Guidelines on application of COID (for government departments), Public Service Regulation. Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EEA). Promotion of Administrative Justice Act (PAJA). DoL and Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirement. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Technical Knowledge. Skills: Leadership. Operational Management. Creative and Innovation. Analytical Thinking. Financial Management. Change Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving. Decision Making. People Management and Empowerment (including developing others). Communication (written and verbal). Risk Management.

DUTIES : Manage efficient provision and coordination of compensation benefits in the province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the sub-directorate.

ENQUIRIES : Dr IP Jood-Molaolwe Tel No: 053 838 1589

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 46/10 : **ASSISTANT DIRECTOR: COID REF NO: 4/4/8/77**

SALARY : R491 403 per annum
CENTRE : Upington Labour Centre: Northern Cape

REQUIREMENTS : Three- year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. 2 years' functional experience in a disability claims and or medical insurance processing environment. 2 years' supervisory experience in a disability claims

- and or medical insurance processing environment. Knowledge: Public Service Act, Basic Condition of Employment Act (BCEA), Employment Equity (EE), Public Service Regulation, Compensation Fund business strategies and goals, PFMA and Treasury Regulations, Guidelines on application of COID (for government departments), Customer Service (Batho Pele Principles), Risk Management. Skills: Leadership, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, People Management and Empowerment (including developing others), Communication (written and verbal), Computer literacy.
- DUTIES** : Facilitate the processing of Compensation claims benefits and employer services within COID Processing Office. Facilitate the resolutions of all COID and Employer Services enquiries. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation. Manage human, financial and physical resources of the section.
- ENQUIRIES** : Mr S Ndimande Tel No: 053 331 1752
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.
- POST 46/11** : **ASSISTANT DIRECTOR: COMMUNICATION SPECIALIST REF NO: HR 4/22/11/01**
- SALARY** : R393 711 per annum
- CENTRE** : Supported Employment Enterprise, Pretoria
- REQUIREMENTS** : Three-year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Marketing or Communication Management. Two (2) to Three (3) years' functional experience in Marketing and Communication. Knowledge: Business processes, structures and organizational culture, The SEE structure, systems and products, The PFMA and Treasury Regulations, GAAP / GRAP, Tendering processes and procedures, Market research and analysis initiatives, Business development activities, PR tools and strategies, Social Media Management, Public Service Environment. Skills: Communication (written and verbal), Leadership, Research, Computer, Organizing, Planning, Project Management, Interpersonal, Attention to detail, Marketing, Conceptualization, Problem Solving, Analytical, Decision making, Networking, Customer care, Innovation, Knowledge and Information sharing, Conflict Management.
- DUTIES** : Coordinate sales and marketing at Supported Employment Enterprises. Monitor Compliance relevant pieces of legislation. Manage Supported Employment Enterprises branding and promotional materials. Manage Supported Employment Enterprise Digital marketing platforms. Compile performance reports for marketing campaigns.
- 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
- POST 46/12** : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR 4/4/8/17**
(Re-advertisement, applicants who previously applied must re-apply.)
- SALARY** : R393 711 per annum
- CENTRE** : Provincial Office: Northern Cape
- REQUIREMENTS** : Three (3) year tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Development Studies/ Social Science. Valid driver's license. 4 Years' experience of which two (2) years must functional experience in Labour Activation Programme/ Employment Programmes/ Enterprise Development/ Entrepreneurial, and two years (2) experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Project Management Methodology (PMBOK). Skills: Negotiation, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

DUTIES : Implementing training/skills programmes relevant stakeholders that will benefit UIF Beneficiaries, Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation, Implement information management systems and ensure the records in the section are maintained, Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

ENQUIRIES : Mr A Senakhomo Tel No: (053) 838 1518

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 46/13 : **INSPECTOR: (X3 POSTS)**

SALARY : R331 188 per annum

CENTRE : Durban Labour Centre Ref No: HR4/4/5/100 (X1 Post)
Labour Centre: Tzaneen Ref No: HR4/4/6/129 (X1 Post)
Labour Centre: Cape Town (Western Cape)-Ref No: HR4/4/10/480 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a state witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level 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 B Zondi Tel No: (031) 401 9424 (Durban)
Ms TE Maluleke Tel No: 0152901768 (Tzaneen)
Mr Q Bowman Tel: 021 441 8120 (Western Cape)

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Marine Parade 4056 Or hand deliver at Govt Buildings, Masonic Grove, Durban. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
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
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

POST 46/14 : **SENIOR PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT**
REF NO: HR 4/22/10/07

SALARY : R331 188 per annum

CENTRE : Supported Employment Enterprise, Seshego

REQUIREMENTS : Three-year tertiary qualification in Human Resource Management (HRM). Two (2) years' functional experience in Human Resource management services. Knowledge: Departmental policies and procedures, HRM policies, Training and Development, Public service regulations, Public service Act, Knowledge of SDA, SDLA And EEA, Management and budgeting, Batho Pele Principles, Relevant HIV/AIDS related legislation, policies & regulations, National

- Strategic Plan on HIV, AIDS and STI Integrated Employee Health and Wellness Framework, Structure and Functions of the Department, EHWP Policies, Human Resource Development Strategy, National Skills Development Strategy, Human Resource Development policies and prescripts Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Facilitation, Interpersonal, Leadership, Presentation, Report writing, Time management, Training and Development.
- DUTIES** : Conduct recruitment and selection process within the Sheltered Employment Factories. Facilitate the process of benefits administration in the Factories. Render Employee Wellness support within the Sheltered Employment Factories. Render Labour Relations administration support. Coordinate training and development initiatives and performance management system.
- ENQUIRIES APPLICATIONS** : Ms ME Msiza Tel No: 012 843 7409
- FOR ATTENTION** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- POST 46/15** : **EMPLOYMENT SERVICE PRACTITIONER II (ESP II) (X2 POSTS)**
- SALARY CENTRE** : R331 188 per annum
: Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/476 (X1 Post)
: Labour Centre: Paarl (Western Cape) Ref No: HR4/4/10/477 (X1 Post)
- REQUIREMENTS** : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. Valid driver's licence. Two (2) years functional experience in client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conversions related to PES. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.
- DUTIES** : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Boarder Labour Migration (ICBLM) and advice 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-Schemes. Supervise the administration of employer services at the Labour Centre.
- ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 021 441 8120
- FOR ATTENTION** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town.
- POST 46/16** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/10/478**
(Re-advertisement, applicants who previously applied must-reapply)
- SALARY CENTRE** : R331 188 per annum
: Labour Centre: Mitchell's Plain (Western Cape)
- 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 : Mr Q Bowman Tel No: 021 441 8120
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street Cape Town

POST 46/17 : **OHS INSPECTOR REF NO: HR 4/4/10/479**

SALARY : R331 188 per annum
CENTRE : Labour Centre: George (Western Cape)
REQUIREMENTS : 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. 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.

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 : Mr. Q Bowman Tel No: 021 441 8124
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

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

POST 46/18 : **OFFICE ADMINISTRATOR REF NO: HR4/4/10/481**

SALARY : R269 214 per annum
CENTRE : Provincial Office (UIF): Western Cape
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Office Management, Information Management and Technology, Public Administration, Business Administration, Business Management, Public Management. One (1) year functional experience in office administration/ secretariat services. Valid Driver's License. Knowledge: Departmental policies and procedures, Planning and organising, Administration procedures, Batho Pele Principles, Interpersonal relations Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organising, Decision Making, Analytical, Project Management.

DUTIES : Provide a receptionist support to the Branch Directorate including diary management for the Director. Render a Secretariat Service for the Office of the Director. Assist in monitoring and maintaining the budget including the supply chain for the Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management Information and records management services in the Directorate. Track and monitor projects tasks within the Directorate.

ENQUIRIES : Mr Q Bowman Tel No: 021 441 8120

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

POST 46/19 : **CLAIMS ASSESSOR (ADMINISTRATIVE OFFICER) REF NO: HR 4/4/10/482**

SALARY : R269 214 per annum
CENTRE : Labour Centre: Cape Town (Western Cape)
REQUIREMENTS : Three (3) year tertiary qualification degree or diploma in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM is required. One (1) year functional experience in compensation and medical claims processing environment. 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, Analytical thinking, Problem solving and decision making.

DUTIES : Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administrative duties, Serve as a Team Leader/ Supervisor.

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

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

POST 46/20 : **FLEET MONITORING AND INSPECTION OFFICER REF NO: HR4/4/10/483**
(Re-advertisement, applicants who previously applied must-reapply)

SALARY : R269 214 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : A relevant three (3) 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 maintenance and repair of vehicles, Practices and procedures involved in researching, comparing and purchasing vehicles, equipment and supplies, Diagnostic procedure for vehicles, Operation, theory and principles of gasoline and diesel-powered engines, Public Service regulations, operations, policies and objective, Policies and objectives assigned programs and activities, Inventory practices and procedures, Principles and practices of administration, Oral and written communication skills, Interpersonal skills using tact, patients and courtesy, Operation of a computer and assigned software, Technical aspects of filed and speciality. Skills: Communication, Coordination, Planning and organising, 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 vehicles at the Province. Perform general administrative task in respect of fleet operations.

ENQUIRIES : Mr. Q Bowman Tel No: 021 441 8210
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

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

POST 46/21 : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/10/484**

SALARY : R269 214 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three-year relevant tertiary qualification within either Labour Relations Management / BCOM Law / LLB / Internal Audit. One (1) Year functional experience on Auditing. Code EB driver's license. Knowledge: Departmental policies and procedures, Public Service Act and Regulations, OHS Act and Regulations, Batho Pele principles, COIDA, Unemployment Insurance Act,

- Public Finance Management Act, Basic Conditions of Employment Act, SDLA, Labour Relations Act, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing skills, Innovative, Analytical, Research, Project Management.
- DUTIES** : Perform and monitor the implementation of UI and COIDA programmes. Analyse the systems that provide advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA&COIDA programs. Provide support in the implementation of advocacy Campaigns on COIDA regularly and when there are amendments.
- ENQUIRIES APPLICATIONS** : Mr. Q Bowman Tel No: 021 441 8120
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape
- POST 46/22** : **INSPECTOR REF NO: HR 4/4/8/812**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum
: Botshabelo Labour Centre
: Three (3) year relevant tertiary qualification Labour Relations/BCOM Law/ LLB. One (1) year functional experience in Inspection and enforcement Services. Knowledge Departmental policies and procedures. Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills. Planning and Organizing (Mainly for own) Computer literacy. Interpersonal skills. Conflict handling skills. Negotiation skills. Problem Solving Skills Interviewing, Listening and observation skills.
- DUTIES** : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.
- ENQUIRIES APPLICATIONS** : Mr M Ngono Tel No: (051) 534 3789
: 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 46/23** : **ADMIN OFFICER: SUPPORT SERVICES REF NO: HR 4/4/6/136**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum
: Provincial Office Limpopo
: Three (3) years relevant tertiary qualification in Labour Relations/ Human Resources Management/ Public/ Business Management/ Administration Services. One (1) year functional experience in Inspection / Administration services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Public Service Regulations, Skills Development Levy Act, Occupational Health and Safety Act, Compensation for Occupational Health and Safety Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Employment Equity Act. Skill: Planning and Organising, Computer literacy, Interpersonal, Problem solving, Communication (Verbal and written).
- DUTIES** : Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA). Conduct Labour Centre audits to check if the necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to Supervisor. Coordinate and monitor local and provincial Blitz inspections. Prepare enforcement documents to Labour Court, Public Prosecutor and Magistrate Court.
- ENQUIRIES** : Ms TE Maluleke Tel No: 015 290 1768

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 46/24 : **INSPECTOR (X3 POSTS)**

SALARY CENTRE : R218 064 per annum
 : Labour Centre: Vredenburg (Western Cape) HR4/4/10/485 (X1 Post)
 : Labour Centre: Beaufort West (Western Cape) HR4/4/10/486 (X1 Post)
 : Labour Centre: George (Western Cape) HR4/4/10/487 (X1 Post)

REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB, 0 experience relevant to the post and valid driver's license Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Communication written and Verbal, Interpersonal, Computer literacy, Problem solving, Interviewing listening and observation, Analytical.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic of Conditions of Employment Act (BCEA) Labour Relations Act, Employment Equity Act, Unemployment Insurance Act, Compensation for occupational Injuries and Diseases Act, Occupational Health and Safety, Skills Development Act and UCA. Execute investigations and 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 legislations. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

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

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

POST 46/25 : **CLAIMS PROCESSOR (X2 POSTS)**

SALARY CENTRE : R218 064 per annum
 : Labour Centre: Bellville (Western Cape) Ref No: HR4/4/10/488 (X1 Post)
 : Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/489 (X1 Post)

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

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

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

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

POST 46/26 : **UI CLAIMS OFFICER REF NO: HR 4/4/10/490**

SALARY CENTRE : R218 064 per annum
 : Provincial Office: Western Cape

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

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.

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

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

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

POST 46/27 : **CLAIMS PROCESSOR: COID REF NO: HR4/4/5/101**

SALARY CENTRE REQUIREMENTS : R218 064 per annum
Durban Labour Centre
Grade 12 / Senior Certificate. Three-year tertiary qualification in Public Management / Administration / Social Science / OHS / Finance / HRM will be added advantage. Experience: None. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Service (Batho Pele Principles), 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 APPLICATIONS : Mr B Zondi Tel No: (031) 401 9424

Deputy Director: Durban Labour Centre, Beneficiary Services, PO Box 10074, Durban 4001 or hand deliver at Govt Buildings, Masonic Grove, Durban, 4001.

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

POST 46/28 : **ADMINISTRATIVE CLERK: EMPLOYER AUDIT REF NO: HR 4/4/6/137**

SALARY CENTRE REQUIREMENTS : R181 599 per annum
Provincial Office Limpopo
Matriculation/Grade twelve/Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing Skills: Planning and Organizing, Communication, Computer Literacy.

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

ENQUIRIES APPLICATIONS : Ms. JM Fope Tel No: 015 290 1699

Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane.

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

POST 46/29 : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

SALARY CENTRE : R181 599 per annum
Labour Centre: Krugersdorp stationed at Labour Centre: Soshanguve Ref No: HR4/4/4/09/03 (X1 Post)
Labour Centre: Pretoria Ref No: HR4/4/4/09/04 (X1 Post)

REQUIREMENTS : 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, Communication, Conflict Management, Coordination, Computer literacy.

DUTIES : To render Supply Chain Management function in a Labour Centre daily. Provide a Finance and Office Management service to Labour Centre daily. Render Human Resource Management. Responsible for training and performance activities in a Labour Centre daily. Responsible for records administration in a Labour Centre daily.

ENQUIRIES : Mr DA McDonald Tel No: (011) 955 4420
Ms MA Phasha Tel No: (012) 309 5000

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 46/30 : **ADMINISTRATION CLERK REF NO: HR 4/4/10/491**

SALARY : R181 599 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : A Grade 12/ Senior Certificate with 0-6 Months experience. Knowledge: Labour Relations Act, Basic Condition of Employment Act, Employment Equity Act, Occupational Health and Safety Act, Compensation for Injuries and Diseases Act, Skills Development Act, Unemployment Insurance Fund, Batho Pele Principles. Skills: Listening skills, Communication skills, Time Management, Organising and Planning, Computer Literacy, Interpersonal Relations, Data Capturing, Report Writing.

DUTIES : Render effective and efficient Admin Support to the Unit. Proper filing and recordkeeping and the opening of new files. Receive and record all incoming and outgoing correspondence. Maintain and update central database. Order stationary and replenish stock as required. Keep record of the Budget in the section. Manage administration regarding travel and accommodation logistics. Compile all office claims and purchase via the BAS system.

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

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

POST 46/31 : **ADMINISTRATIVE CLERK: MSS REF NO: HR4/4/5/92**

SALARY : R181 599 per annum
CENTRE : Labour Centre: Vryheid
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and organising, Communication, Computer literacy.

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 Resource Services support for the Directorate.

ENQUIRIES : Mr F Dladla Tel No: 034 980 8916
APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 430, Vryheid, 3100 or hand deliver at 99 Landrose Street, Vryheid.

FOR ATTENTION : Sub-directorate: Labour Centre Operations, Vryheid.