

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>	:	17 February 2023 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 04/51</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: HR4/23/02/06 HO</u>
<u>SALARY</u>	:	R495 354 – R1 192 677 per annum, (OSD)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	LLB Degree plus admitted to practice as an Attorney/ Advocate in the High Court of South Africa. Eight (8) years appropriate experience in Legal experience. Valid driver's license. Knowledge: Public Finance and Management Act, Treasury Regulations, Public Service Regulations, Public Service Act, Promotion of Administration Justice Act, Promotion of Access to Information Act, Criminal Procedure Act, Law of Evidence, Constitutional Law, The Constitution of the Republic of South Africa, Labour Relations Act, Litigation Procedure, Batho Pele Principles, Basic Conditions of Employment

Act, Employment Equity Act, Occupational Health and Safety Act, Employment Service Act, Departmental Policies and Procedures. SKILLS: Planning and Organizing, Communication, Computer Literacy, Listening, Time Management, Report Writing, Liaison, Diplomacy, Policy Development, Networking, Project Management, Negotiation, Presentation, Analytical, Financial Management.

DUTIES : Provide legal advisory services to the Department. Management of the litigation of the Department. Administering of access to information of the Department. Vetting of legislation, contracts and policies of the Department. Management of resources of the Chief Directorate.

ENQUIRIES : Prof V Singh Tel No: (012) 309 4611

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 04/52 : **ASSISTANT DIRECTOR: IMAGING SERVICES REF NO: HR 4/4/3/2/ASDIS/UIF**

SALARY : R393 711 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three (3) year tertiary qualification (NQF level 6) in Public Administration / Public Management / Business Administration / Business Management / Financial Management / Management / Operations Management / Administration Management. Four (4) years' experience of which two (2) years must be functional experience in Operations and two (2) years' experience at a supervisory level. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). National Archives and Records Service of South Africa Act. Electronic Communication Transaction Act. Electronic Document Management System. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: People Management. Communication. Listening. Computer Literacy. Time Management. Analytical. Interpersonal. Report writing. Planning and Organizing.

DUTIES : Facilitate the provision of electronic document services. Coordinate the provisioning and maintenance of electronic filing systems. Facilitate retrieval of electronic documents. Manage resources (Human, Financial Equipment Assets) in the sub-directorate.

ENQUIRIES : Mr SS Tanana Tel No: (012) 337 1853

APPLICATIONS : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub-directorate: Human Resources Management,

POST 04/53 : **ASSISTANT DIRECTOR: TRADE CREDITORS REF NO: HR 4/4/3/2/ASDTC/UIF**

SALARY : R393 711 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : A three (3) year tertiary qualification (NQF level 6) in Financial Accounting / Cost and Management Accounting / Financial Management. Four (4) years' experience of which two (2) years must be functional experience in Finance environment and two (2) years' supervisory experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act and Regulations. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Relevant Financial Systems (BAS, etc.). HR System (Persal). Skills: Computer Literacy. Communication (verbal and written). Planning and Organizing. Time Management. Interpersonal. Accounting.

DUTIES : Approve payment of internal and external creditors of the Fund. Facilitate the administration of petty cash EFT. Review the reconciliation of the sub-module against the general ledger. Verify and ensure processing of financial classification figures (salary). Manage resources (Human, Financial Equipment Assets) in the section.

ENQUIRIES : Mr V Nefale Tel No: (012) 337 1470

APPLICATIONS : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub- directorate: Human Resources Management,

POST 04/54 : **SENIOR STATE ACCOUNTANT: BANK RECONCILIATIONS REF NO: HR 4/ 4/3/1/SSABR/UIF**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Unemployment Insurance Fund: Pretoria
: Three (3) year tertiary qualification (NQF Level 6) in Financial Management/ Cost and Management Accounting. Two (2) years functional experience in Finance environment. Knowledge: Public Financial Management Act (PFMA). Treasury Regulations. Financial delegations, processes and policies of UIF Financial Management Principles and Financial Management Directives from the Treasury. Batho Pele Principles. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Skills: Communication (both verbal and written). Computer literacy. Time Management. Interpersonal. Report writing. Planning and Organizing. Analytical. Numeracy.

DUTIES : Render manual and electronic bank reconciliation services. Maintain bank accounts on general ledger. Identify unauthorized and fraudulent transactions on the bank statements. Render administrative support services.

ENQUIRIES APPLICATIONS : Ms MV Lefifi Tel No: (012) 337 1947
: Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

FOR ATTENTION : Sub- directorate: Human Resources Management,

POST 04/55 : **EMPLOYER SERVICES PRACTITIONER REF NO: HR4/4/4/10/07**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Garankuwa Labour Centre
: Three (3) year relevant qualification in Social Science/Public Administration. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resources Management, Financial Management. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership and Networking.

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

ENQUIRIES APPLICATIONS : Mr LP Ranwashe Tel No: (012) 700 0290
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.

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

POST 04/56 : **SENIOR FRAUD INVESTIGATOR REF NO: HR4/4/7/114**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Provincial Office Mpumalanga
: Three years' relevant tertiary qualification in Risk Management/ Internal Audit/ Risk and Security Management. A valid driver's licence. 2 years' functional experience in anti-fraud and corruption environment. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures. Public Financial Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, Basic Knowledge of all Labour Legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organising, Time Management, Conflict Management, Analytical, Investigation skills, Communication, Computer Literacy, Presentation Skills, Communication skills.

DUTIES : Implement Fraud and Corruption Prevention Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within

the Department of Labour and external stakeholders on Fraud Prevention measures.

ENQUIRIES APPLICATIONS : Mr. M. Madiba Tel No: 013 655 8900
 : Assistant Director: Fraud and Anti-Corruption, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

POST 04/57 : **STATE ACCOUNTANT: CONTRIBUTIONS MANAGEMENT REF NO: HR 4/4/3/1/SACM/UIF**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
 : Unemployment Insurance Fund: Pretoria
 : Three (3) years tertiary qualification (NQF Level 6) in Accounting/Cost and Management Accounting/ Public Finance Management. One (1) year working experience in the field of financial management. Knowledge: Public Financial Management Act (PFMA). Public Service Act (PSA). Public Service Regulations (PSR). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Treasury Regulations. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Skills: Financial Management. Analytical. Problem Solving. Presentation. Planning and Organising. Communication (verbal and written). Computer literacy. Report Writing. Minutes writing.

DUTIES : Allocate contributions to employer records. Provide cashier services. Investigate the un-allocated contributions. Render administrative support services within the Sub-directorate.

ENQUIRIES APPLICATIONS : Mr A Sithole Tel No: (012) 337 1793
 : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub- directorate: Human Resources Management,

POST 04/58 : **STATE ACCOUNTANT: SARS AND SUNDRY REF NO: HR 4/4/3/1/SASS/UIF**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
 : Unemployment Insurance Fund: Pretoria
 : Three-year tertiary qualification (NQF Level 6) in Financial Management/ Financial Accounting/Cost and Management Accounting/ Auditing/ Accounting/ Finance/ Financial Management Accounting/Public Finance. One (1) year functional experience in Debtors Management environment. Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relations Act (LRA). Treasury Regulations. General Recognized Accounting Practices (GRAP). General Accepted Accounting Principles (GAAP). Financial Management. Skills: Accounting. Communication. Computer Literacy. Time Management. Interpersonal. Report writing. Planning and Organizing. Analytical.

DUTIES : Provide support in the maintenance of SARS & Sunday debtors records. Follow up of outstanding sundry payments. Prepare monthly reconciliation of debtor's accounts against the sub module.

ENQUIRIES APPLICATIONS : Mr S Nkqayi Tel No: (012) 337 1807
 : Chief Director: Human Resources Management, P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

FOR ATTENTION : Sub- directorate: Human Resources Management,

POST 04/59 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/7/110**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
 : Provincial Office Mpumalanga
 : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service 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 skills, Communication Written and

		Verbal, Innovative, Analytical, Research, Project Management. Duties: Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.
<u>ENQUIRIES</u>	:	Mr S Mashinini Tel No: 013 655 8900
<u>APPLICATIONS</u>	:	Acting Provincial Chief Inspector: Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.
<u>POST 04/60</u>	:	<u>INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R218 064 per annum
<u>CENTRE</u>	:	Labour Centre: Dundee Ref No: HR4/4/5/98
		Labour Centre: Malelane Ref No: HR4/4/7/115
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms T Khumalo Tel No: 034 212 2421
		Ms N Ndlovu Tel No: 013 790 1528
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations: PO Box 445, Dundee, 3000 or hand deliver at 63 Victoria Street, Dundee.
		Deputy Director: Labour Centre Operations, PO Box 517, Sidlamafa, Malelane, 1320 or hand deliver at: KaMhlushwa Shopping Centre, Mahlangu Road, Malelane.
<u>POST 04/61</u>	:	<u>CLIENT SERVICE OFFICER REF NO: HR4/4/7/116</u>
<u>SALARY</u>	:	R218 064 per annum
<u>CENTRE</u>	:	Malelane Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate. No experience. Knowledge: Public Service Act, Public Service Regulations, Compensation Fund business strategies and goals, Compensation Fund value chain, Directorate goals and performance requirements, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles). Skills: Computer literacy, Business Writing Skills, Listening Skills, Telephone etiquette, Basic Interpersonal Skills.
<u>DUTIES</u>	:	Receive and verify documents for registration. Register claims on the Operational system. Assist employer services at the Kiosk, online system and service centres. Handle all services related queries and complaints.
<u>ENQUIRIES</u>	:	Ms N Ndlovu Tel No: 013 790 1528
<u>APPLICATIONS</u>	:	Deputy Director: Labour Centre Operations, PO Box 517, Sidlamafa, Malelane, 1320 or hand deliver at: KaMhlushwa Shopping Centre, Mahlangu Road, Malelane.
<u>POST 04/62</u>	:	<u>DRIVER REF NO: HR4/4/7/113</u>
<u>SALARY</u>	:	R181 599 per annum
<u>CENTRE</u>	:	Provincial Office Mpumalanga
<u>REQUIREMENTS</u>	:	Grade 12. A valid driver's licence. PDP. No functional experience required. Knowledge: Departmental policies and procedures, Courier services. Skills: Driving skills, Literacy, Interpersonal relationship, Planning and organising.
<u>DUTIES</u>	:	Provide effective and efficient transport services within the Province. Conduct physical vehicle inspections. Assist in ensuring that vehicles are maintained, repaired and serviced. Office administrative.

ENQUIRIES
APPLICATIONS

: Mr. W. Terry Tel No: 013 655 8900
: Assistant Director: Fleet Management, Private Bag X7263, Emalahleni, 1035
or hand deliver at: Labour Building, Corner Hofmeyer Street and Beatty
Avenue, Emalahleni.