

## 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** : 10 March 2023 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](http://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 07/24** : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/10/501**

**SALARY** : R1 071 918 - R1 189 656 per annum, (OSD)

**CENTRE** : Provincial Office: Western Cape

**REQUIREMENTS** : Masters' Degree plus registration with the HPCSA as Counselling, Industrial, Clinical Psychologist. Three (3) years appropriate experience as Clinical Psychologist after registration with the HPCSA as a Psychologist in any identified categories. Valid Driver's Licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Process, Relevant Government strategies, Employment Service Act, UIF Act, COIDA, Public Finance Management Act, Public Service Act, Skills Development Act, Health Professional Act, Employment Equity Act. Skills: Planning and organising, verbal and written

		communication, Analytical, Computer Literacy, Presentation, Interpersonal, Report writing, Leadership, Networking, Information Management.
<b><u>DUTIES</u></b>	:	Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the Province. Supervise self-help employment counselling in Labour Centres. Establish programmes for career counsellors in the Province. Ensure professional record-keeping is done in the Province on employment counselling work. Provide counselling services to the referred clients.
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel No: 021 441 8120
<b><u>APPLICATIONS</u></b>	:	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
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 07/25</u></b>		<b><u>DEPUTY DIRECTOR: COIDA REF NO: HR4/4/5/11</u></b>
<b><u>SALARY</u></b>	:	R908 502 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Provincial Office: KZN
<b><u>REQUIREMENTS</u></b>	:	Three (3) years Tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Three (3) years functional experience in disability claims and/or medical insurance (including disability claims) processing environment. Two (2) years management experience in 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), Compensation Fund value chain, Department of Labour and Compensation Fund business strategies and goals, PFMA and Treasury Regulations, Customer Services (Batho Pele Principles), The Constitution of RSA, COIDA, Occupational Health and Safety Act (OHS), Promotion of Access to Information Act, Road Accident Fund (RAF) Act, Technical Knowledge. Skills: Leadership, Operational Management, Creative and Innovative, Analytical Thinking, Financial Management, Change Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving, Decision Making, People Management and Empowerment, Communication, Risk Management, Organizational goal driven, Accountability and responsibility, Assertiveness, Computer literacy.
<b><u>DUTIES</u></b>	:	Manage and strengthen the institutional capacity and delivery of efficient compensation and assessment services. Manage efficient provision 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.
<b><u>ENQUIRIES</u></b>	:	Mr EM Khambula Tel No: (031) 366 2021
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: KwaZulu-Natal: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<b><u>POST 07/26</u></b>		<b><u>DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR4/4/7/120</u></b>
<b><u>SALARY</u></b>	:	R908 502 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Mashishing Labour Centre
<b><u>REQUIREMENTS</u></b>	:	Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration / Management, Business Administration/ Management, Operations Management, Project Management. Three- years Legal qualification (LLB/BCOM LAW/BA LAW/B Proc). Experience: Five- years' experience of which Two at an Assistant Director level and Three years' functional experience in Labour Market Operations/ Service delivery environment. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour legislation, Departmental Policies & Procedures, Public Service

- Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer Skills, Presentation Skills, Communication (Both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity Management, Change Management, Monitoring and Evaluation.
- DUTIES** : Manage service delivery objectives as per mandate of the Department of Labour. Represent the Department in Key stakeholder forums including interdepartmental structure of government and municipalities, including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.
- ENQUIRIES APPLICATIONS** : Ms M Mazibuko Tel No: 013 655 8900  
: Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand or deliver at: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.
- POST 07/27** : **DEPUTY DIRECTOR RISK MANAGEMENT, FRAUD AND ANTICORRUPTION REF NO: HR4/4/10/500**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all inclusive)  
: Provincial Office: Western Cape  
: Three (3) year tertiary qualification in Risk Management / Auditing or Accounting or Economics. Two (2) years Management experience. Three (3) years functional experience in Risk Management / Internal Audit. Valid driver's licence. Knowledge: Public Finance Management Act and Treasury Regulations, Fraud and Corruption Legislative Framework, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organized Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act, Labour Relations Act, Public Service Act and Regulations, Public Finance Management Act. Skills: Project Management, Analytical skills, Communication skills, Interpersonal skills, Problem solving skills, Report writing skills, Computer skills (Word, Excel, Power Point), Mentoring and coaching.
- DUTIES** : Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop Plans for risk assessment and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the Unit.
- 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 07/28** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR4/4/5/16**
- SALARY CENTRE REQUIREMENTS** : R766 584 per annum, (all inclusive)  
: Provincial Office: KZN  
: Three (3) years Tertiary qualification in Human Resource Management. Three (3) years functional experience in Human Resources Management Services. Two (2) years management experience. Code EB driver's license. Knowledge: Human Resources Management Policies, Human Resources Systems and Procedures, Recruitment and Selection Strategies, Performance Management, Human Resource Management Practices and Systems, Project Management, Departmental Policies and Procedures, Basic Condition of Employment Act, Public Finance Management Act (PFMA), Code of Remuneration, Code of good conduct in the Public Service, All Labour Legislations, Batho Pele Principles, Public Service Act, Regulations and Resolutions and sound knowledge of PERSAL Management System. Skills: Management skills, Interpersonal skills, Communication (verbal and written), Computer literacy, Negotiation skills, Presentation skills, Report writing, People Management and empowerment, Problem solving, Decision making, Operational Management, Creative and Innovative, Analytical Thinking, Financial Management, Planning and Organizing, Organizational goal driven, Accountability and responsibility, Assertiveness.
- DUTIES** : Provide Human Resource Operations and Service Benefits, Human Resource Development Services, and also the coordination of Performance Management in the Province. Manage the Human Resource support services

and the implementation of all the Human Resource policies, procedures and relevant prescripts in the Province. Manage the effective implementation of Performance Management Policy in the Province. Facilitated the coordination of the implementation of Performance Management Policy. Manage the coordination of Humana Resource Development interventions and the implementation of Human Resource Development Policies and Programmes in the Province. Manage the administration of the service benefits and leave of staff in the Province.

**ENQUIRIES** : Mr EM Khambula Tel No: (031) 366 2021  
**APPLICATIONS** : Chief Director: Provincial Operations: KwaZulu-Natal: P. O. Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal

**POST 07/29** : **PRINCIPAL INSPECTOR: BASIC CONDITIONS OF EMPLOYMENT ACT REF NO: HR 4/4/8/811**

**SALARY** : R491 403 per annum  
**CENTRE** : Provincial Office: Free State  
**REQUIREMENT** : Three years relevant tertiary qualification in Labour Relations Management/ Law Degree. Valid driver's licence (B). Two (2) years supervisory experience. Two (2) years functional experience in Labour/ inspections enforcement services. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, BCEA, Public Service Regulations, Skills Development Act, Skills Development Levies Act, Labour Relations Act Employment Services Act Skills: Planning and Organizing, Computer literacy, Communication, Problem Solving, Interviewing listening and observation, Presentation, Research, Project management, Analytical, Innovative.

**DUTIES** : Ensure the implementation of programmes, work plans and policies for Basic Conditions of Employment Act and Regulations. Conduct investigations and inspections into complex cases that have not been resolved or referred to ensure compliance with Basic Conditions of Employment Act and Regulations. Monitor, evaluate and report on the impact of Basic Conditions of Employment Act programmes. Provide technical advice on the sector specific to Basic Conditions of Employment Act matters. Manage the resources with the unit. Conduct advocacy campaigns on BCEA and analyse the impact.

**ENQUIRIES** : Mr M Khoele Tel No: (051) 505 6325  
**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

**POST 07/30** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/10/509**

**SALARY** : R331 188 per annum  
**CENTRE** : Labour Centre: Cape Town (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 Riebeek and Long Street Cape Town

**POST 07/31** : **TEAM LEADER REF NO: HR 4/4/4/01/01**

**SALARY** : R331 188 per annum  
**CENTRE** : Johannesburg Labour Centre  
**REQUIREMENTS** : Three (3) years tertiary qualification in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) years functional experience in Inspection & Enforcement Services, A valid driver's licence. Knowledge: Extensive knowledge of the following: 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. SABS Codes. Unemployment Insurance Act. UI Contribution Act. Employment Equity Act. Immigration Act. Skills: Facilitation Skills. Planning and organising. Computer literacy. Interpersonal skills. Conflict handling skills. Negotiation skills. Problem solving skills. Interviewing skills. Presentation skills. Innovative. Analytical. Verbal and written communication skills.

**DUTIES** : Plan and independently conduct substantive inspections with the aim of insuring 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 Act(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 report including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIE APPLICATIONS** : Ms F Tshabalala Tel No: 011 843 4109  
 : 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 07/32** : **EMPLOYMENT SERVICE PRACTITIONER 2: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/4/01/02**

**SALARY** : R331 188 per annum  
**CENTRE** : Johannesburg Labour Centre  
**REQUIREMENTS** : Three (3) year relevant qualification in Social Science (Psychology, Industry Psychology)/ Public Administration/ Business Management. Valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Act, Unemployment Insurance Act, Public Services Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management, Public Financial Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

**DUTIES** : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities, Process requests for labour migration and advice 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** : Ms F Tshabalala Tel No: 011 843 4109  
 : 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 07/33** : **PERFORMANCE INFORMATION MANAGEMENT (PIM) OFFICER REF NO: HR4/4/10/511 (X2 POSTS)**

**SALARY** : R269 214 per annum  
**CENTRE** : Provincial Office: Western Cape  
**REQUIREMENTS** : Three (3) year tertiary qualification in Statistics/ Public Administration/ Public Management/ Monitoring and Evaluation; an Advance Diploma in Monitoring

and Evaluation will be an added advantage. One-year functional experience in Data Management / Monitoring and Evaluation. Valid Driver's License. Knowledge: Labour Legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, Creative, Data Analysis, Statistical and research, Computer, Management and leadership.

**DUTIES** : Capture the Performance information data received form Branches/ Units for the compilation of the Provincial Monthly/ Quarterly reports. Compile primary analysis using graphs and tables for the performance information trend analysis provincial report. Manage the provincial resources centre/ library.

**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 Riebeek and Long Street Cape Town.

**POST 07/34** : **ADMINISTRATIVE OFFICER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/1/180**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
: Labour Centre: Komani  
: Three (3) year tertiary qualification in Public/ Human Resource Management/ Public Management/ Administration. One-year functional experience in support services. Knowledge: Batho Pele Principles. Departmental policies, procedures and guidelines. Treasury regulations. Public Finance Management Act. Skills: Interpersonal skills. Telephone etiquette. Interviewing skills. Computer literacy. Listening skills. Communication skills. Ability to interpret legislation. Problem solving skills. Basic mediation skills. Analytical skills. Report writing skills. Tactical skills.

**DUTIES** : Render Supply Chain Management Function in a Labour Centre. Provide Finance and Office Services including fleet management within a Labour Centre. Render a Human Resource Management services at a Labour Centre. Responsible for Training and Performance management in a Labour Centre. Render general administrative work for the Labour Centre as and when required.

**ENQUIRIES APPLICATIONS** : Ms S Mbunge Tel No: 045 807 5402  
: Depty Director Labour Centre Operations: PO Box 323, Queenstown, 5320 or hand deliver at: Department of Employment and Labour, No.10 Robinson Road, Queenstown

**POST 07/35** : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X3 POSTS)**

**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** : Labour Centre: Cape Town (Western Cape) Ref No: HR 4/4/10/510 (X1 Post)  
: Labour Centre: Kimberley Ref No: HR4/4/8/1 (X1 Post)  
: Labour Centre: Welkom Ref No: HR 4/4/8/834 (X1 Post)

**REQUIREMENTS** : Four (4) years nursing degree/three years' diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. 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 Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : 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.
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel No: 021 441 8120 Mr RSP Geswint Tel No: (053) 838 1582 Ms M Mamburu Tel No: (057) 391 0216
<b><u>APPLICATIONS</u></b>	:	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 Applications: Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. For Attention: Sub-directorate: Deputy Director: Human Resources Management, Kimberley. 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
<b><u>POST 07/36</u></b>	:	<b><u>OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR4/23/03/01HO</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum Head Office, Pretoria Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures, Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
<b><u>DUTIES</u></b>	:	Provide a receptionist support to the Chief Director including diary management for the Chief Director. Render a secretariat service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Director. Facilitate and coordinate all logistical and resource requirements of the Chief Director. Provide Management information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.
<b><u>ENQUIRIES APPLICATIONS FOR ATTENTION</u></b>	:	Ms. B Matebesi Tel No: 012 309 4865 Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Sub-directorate: Human Resources Operations, Head Office
<b><u>POST 07/37</u></b>	:	<b><u>CLAIMS PROCESSOR (X3 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R218 064 per annum Labour Centre: Cape Town (Western Cape) Ref No HR4/4/10/514 (X1 Post) Labour Centre: George (Western Cape) Ref No: HR4/4/10/515 (X1 Post) Labour Centre: Bellville (Western Cape) Ref No: HR4/4/10/516 (X1 Post) Three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. One (1) to two (2) years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies and processes, Relevant Stakeholders, Human Anatomy/ Biology, Medical terminology, Customer Service (Batho Pele Principles), COIDA tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations, COIDA, OHS Act. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<b><u>ENQUIRIES</u></b>	:	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 07/38** : **CLIENT SERVICE OFFICER (X2 POSTS)**

**SALARY** : R218 864 per annum  
**CENTRE** : Labour Centre: Cape Town- Atlantis Satellite Office (Western Cape) Ref No: HR4/4/10/517 (X1 Post)  
Labour Centre: Worcester (Western Cape) Ref No: HR4/4/10/518 (X1 Post)

**REQUIREMENTS** : Matriculation/ Grade 12. No experience. 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 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 and Diseases Act (COIDA) and Employer registration forms for COIDA.

**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 07/39** : **CLIENT SERVICE OFFICER:UI REF NO: HR 4/4/8/833**

**SALARY** : R218 064 per annum  
**CENTRE** : Bloemfontein Labour Centre

**REQUIREMENTS** : Grade 12. Zero Experience. Valid Driver's license. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions, Public Finance Management Act, Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedure and guidelines. Skills: Interviewing, Communication, Listening, Conflict Management, Computer literacy, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette.

**DUTIES** : Provide Screening Services. Process application for UIF benefits. Register payment continuation forms. Provide administrative functions.

**ENQUIRIES** : Mr. M Ndlela Tel No: (051) 411 6403  
**APPLICATIONS** : Provincial Office, 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 07/40** : **BCEA INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/15**

**SALARY** : R218 064 per annum  
**CENTRE** : Estcourt Labour Centre

**REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. 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 communication skills, Employment Equity Act.

**DUTIES** : 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.

**ENQUIRIES** : Ms Jabu Fakazi Tel No: (036) 352 7767  
**APPLICATIONS** : Deputy Director: Estcourt Labour Centre, PO Box 449 Estcourt 3310, Or hand deliver at 75 Phillip Street, Estcourt  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 07/41** : **SENIOR ADMIN CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/01/04**

**SALARY** : R181 599 per annum  
**CENTRE** : Soweto Labour Centre  
**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer literacy, Analytical, Planning and organizing.

**DUTIES** : To render supply chain management function in a labour centre daily, provide a finance and office management services to the labour centre daily, responsible for training and performance activities in a labour centre daily, responsible for the records management in a labour centre daily.

**ENQUIRIES** : Ms J Monoto Tel No: (011) 983 8700  
**APPLICATIONS** : 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 07/42** : **TELECOM OPERATOR REF NO: HR 4/4/1/181**

**SALARY** : R181 599 per annum  
**CENTRE** : Provincial Office, East Londo  
**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Batho Pele Principles. Telephone etiquette. Departmental Policies. Knowledge of Switchboard operations. Skills: Communication skills. Listening skills. Judgement. Diplomacy. Identify problems. Interpersonal relationship. Basic literacy.

**DUTIES** : Render an effective and efficient telephonic service. Give assistance to IT Admin and Office services Unit.

**ENQUIRIES** : Mr S Mshumpela Tel No: (043) 7013029  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 9005, East London, 5201 Or hand delivery to Department of Employment and Labour: No. 3 Hill Street, East London.  
**FOR ATTENTION** : Sub-directorate: Human Resources Management

**POST 07/43** : **SECURITY OFFICER (X3 POSTS)**

**SALARY** : R151 884 per annum  
**CENTRE** : Labour Centre: Cape Town (Western Cape) Ref No: HR4/4/10/520 (X1 Post)  
Provincial Office (Western Cape) Ref No: HR4/4/10/521 (X1 Post)  
Gqeberha Labour Centre, Eastern Cape Ref No: HR4/4/1/108 (X1 Post)

**REQUIREMENTS** : Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal Relations, Problem solving, Listening, Computer literacy, Planning and organizing, Analytical.

**DUTIES** : Control access in and out if the Labour Centre and a provincial Office (Daily), Secure the flow of information and assets within the Labour Centre and a Provincial Office (Daily), Conduct security patrols of the building and offices to ensure safety of employees and clients (Daily), Conduct internal investigations and enforce security rules and regulations (Daily).

**ENQUIRIES** : Mr Q Bowman Tel No: 021 441 8120  
Mr MP Ngqolowa Tel No: 041 506 5006  
**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

Applications: Deputy Director: Labour Centre Operations: Private Bag X 6045, Port Elizabeth, 6000 or hand deliver at VSN Building 116-134, Goven Mbeki Avenue, Gqeberha.

- POST 07/44** : **MESSENGER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/8/2**
- SALARY** : R128 166 per annum  
**CENTRE** : Kimberley Labour Centre  
**REQUIREMENTS** : Grade 10. No experience. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time Management, Conflict management, Planning and Organizing.
- DUTIES** : Provide messenger service within the Provincial Office. Handle administration of log sheets, fuel cards and fuel voucher of Subsidized vehicle.
- ENQUIRIES** : Mr RSP Geswint Tel No: (053) 838 1582  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
- FOR ATTENTION** : Deputy Director Human Resources Management, Kimberley.
- POST 07/45** : **OFFICE AID (X2 POSTS)**
- SALARY** : R128 166 per annum  
**CENTRE** : Labour Centre: Upington Ref No: HR4/4/8/3  
Labour Centre: Kuruman Ref No: HR 4/4/8/4
- REQUIREMENTS** : Standard 8/ Grade 10. No work experience required. Knowledge: Cleaning Practices, Catering, Office Practice. Skills: Interpersonal relations. Verbal communications, Listening skills.
- DUTIES** : Ensure a clean office environment at all times. Provide food service's aid. Assist in distributing stock. Assist with messenger functions.
- ENQUIRIES** : Mr S Ndimande at 082 827 2308 (Upington)  
Mr Z Gwiliza at 060 989 2368 (Kuruman)
- APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag X 5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
- FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management.