

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 : 27 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. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

ERRATUM: Kindly note the advertised post of Office Administrator (Executive Secretary) with Ref No: HR4/23/03/01 advertised on Public Service Vacancy Circular 07 dated 24 February 2023 with a closing date 10 March 2023, the post exists at the Office of the Deputy Director-General: Corporate Services not the Chief Director, the incumbent of the post will be servicing the office of the DDG: LCS. Sorry for inconvenience. Enquiries: contact Mr. Frank Thengwayo Tel No: 012 309 4497

OTHER POSTS

POST 09/39 : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/02/08**

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

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Masters' Degree in Psychology, three (3) years' appropriate experience as psychologist after registration with HPCA as a counselling/Industrial

Psychologist and Drivers 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 and Information Management Act.

DUTIES : 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.

ENQUIRIES APPLICATIONS : Mr B Neito Tel No: 018 387 8186
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 09/40 : **DEPUTY DIRECTOR: ADVOCACY AND STAKEHOLDER RELATIONS REF NO: HR4/23/03/14HO**

SALARY CENTRE REQUIREMENTS : R908 502 per annum, (all inclusive)
: Head Office, Pretoria
: Three (3) years National Diploma (NQF6)/ Bachelor Degree (NQF7) in Labour Law/ BCOM Law / LLB. A valid driver's licence. Four (4) years functional experience in legal/ compliance/ inspections and enforcement services environment. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental Policies and Procedures, Skills Development Act, Public Service Regulations, Occupational Health and Safety Act and Unemployment Contribution Act. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing Skills, Presentation Skills, Innovation, Analytical and Verbal and written communication.

DUTIES : Manage the implementation of Advocacy programmes. Manage the implementation of stakeholder engagement programmes. Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces. Manage the implementation of the National Minimum Wage nationally and provincially. Manage resources in the unit.

ENQUIRIES APPLICATIONS : Dr P Naidoo Tel No: (012) 309 4896
: 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 09/41 : **CAREER GUIDANCE COORDINATOR REF NO: HR4/4/1/201**

SALARY CENTRE REQUIREMENTS : R491 403 per annum
: Provincial Office: East London
: Four (4) years tertiary qualification in BPsych. Two (2) years' functional experience in Employment/ Career Counselling. Two (2) years supervisory experience. Registered with HPCSA as a Psychometrics, (Independed Practice) or Registered Counsellor (Independed Counsellor). A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resources Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Profession Act, COIDA. Skills: Computer, Communication, Planning and Organizing, Report writing, Leadership, Networking, Project Management, Presentation, Analytical, Interpersonal skills.

DUTIES : Provide technical support to Labour Centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationships between career counsellors and relevant organisation. Manage and co-ordinate the administration of psychometric assessment.

ENQUIRIES APPLICATIONS : Ms N Ngaki Tel No: (043) 701 3076
: Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London.

FOR ATTENTION : Sub-directorate: Human Resources Operations

POST 09/42 : **ASSISTANT DIRECTOR BENEFICIARY SERVICES REF NO: HR4/4/5/20**

SALARY : R491 403 per annum
CENTRE : Provincial Office: KZN
REQUIREMENTS : Three (3) years relevant tertiary qualification in Administration / Public Management / equivalent qualifications. Two (2) years supervisory experience. Two (2) years functional experience in UI Operations. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulation (PSR), Public Service Act (PSA), Operations Systems. Skills: Communication (both verbal and written), Management Skills, listening skills, Numeracy Skills, People Management, Computer literacy, Time Management, Customer Relations, Conflict management, Planning and Organizing, Report writing, Interpersonal, Analytical, Team player, Innovative, Dedicated, Supportive, Self-motivated, Client focused.

DUTIES : Effectively manage operations services in the province. Manage employers' declarations and maintain database. Monitor the provisioning of assessment, validation and adjudication of claims. Manage registry services for beneficiary services. Monitor and ensure that all appeals are processed effectively and efficiently in the province. Manage and ensure the provision of support and training services to the business unit. Manage resources (Human, Financial, Equipment's / Assets) in the unit.

ENQUIRIES : Ms G Khomo Tel No: (031) 366 2012
APPLICATIONS : Chief Director: Provincial Operations: 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 09/43 : **ASSISTANT DIRECTOR: STATUTORY SERVICES REF NO: HR 4/4/6/152**

SALARY : R393 711 per annum
CENTRE : Limpopo Provincial Office
REQUIREMENTS : BPROC/ LLB. Two (2) years functional experience in compliance or legal services environment, a valid driver's licence, Admission as an Attorney or Advocate. Knowledge: Public service transformation and management issues, Public Service Act, Treasury Regulations, departmental policies and procedures, cooperate governance, skills development act, public service regulations, skills development levies act. Skills: facilitation, planning and organising, computer literacy, interpersonal, problem solving, interviewing, presentation, innovative, analytical, verbal and written communication.

DUTIES : Appear in court for enforcement of COID and OHS. Manage the implementation of the COIDA and OHS enforcement processes. Manage the advocacy strategy for COIDA and OHS in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COIDA and OHS enforcement.

ENQUIRIES : Ms. Lebogo SM Tel No: (015) 290 1662
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700
Hand deliver at 42A Schoeman Street, Polokwane, 0700

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

POST 09/44 : **CHIEF PERSONNEL OFFICER REF NO: HR4/23/03/09HO**

SALARY : R331 188 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year tertiary qualification NQF6 in Human Resources Management/ Personnel Management/ Public Management/ Public Administration. PERSAL Certificates: Introduction and Establishment Administration. Valid driver's licence. Two (2) years functional experience in Human Resources Management with PERSAL establishment functions. Knowledge: Public Service Regulations and relevant prescripts. Departmental policies and procedures. Batho Pele principles. Minimum Information Security Standard. All Labour Legislations. Public Financial Management Act. Microsoft Excel

- (intermediate). Skills: Communication (both verbal and writing), Project Management, Leadership, Decision making, Interpersonal, Computer literacy.
- DUTIES** : Manage and Administer PERSAL establishment within the department. Align the PERSAL establishment according to the organisational structure. Draw up monthly report on PERSAL and maintain personnel database. Compile statistics for all the filled and vacant posts in the Department of Employment and Labour. Coordinate stakeholder engagement. Manage the resources within the Unit.
- ENQUIRIES APPLICATIONS** : Ms. S Nene Tel No: 012 309 4565
: Chief Director: Human Resource Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.
- POST 09/45** : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR4/4/7/121**
- SALARY** : R331 188 per annum
CENTRE : Ermelo Labour Centre
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 APPLICATIONS** : Ms. L Mashego Tel No: 013 790 1528
: Deputy Director: Labour Centre Operations, Private Bag X9054, Ermelo, 2350 or hand deliver at: Merino Building, Cnr of De Jager & Joubert streets, Ermelo.
- POST 09/46** : **CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF NO: HR 4/4/7/107**
- SALARY** : R331 188 per annum
CENTRE : Provincial Office: Mpumalanga
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ under graduate Bachelor Degree (NQF 7) in Human Resources Management/ Employment Relations/ Labour Relations/Labour Law/Bachelor of Law (LLB). Valid Driver's Licence. Two (2) years functional Administrative experience in Employment Relations. Knowledge: Public Service Commission's rules for dealing with complaints and grievances, Public Service Co-ordinating Bargaining Council's Resolutions, Departmental policies and procedures, Interpretation of case law and trends in Labour Law, Planning and organizing, Research / analysing, Batho Pele Principles, Public Finance Management Act, Employment Equity Act, Public Service Act, Public Service Regulations. Skills: Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict, Computer literacy.
- DUTIES** : Conduct and analyse all grievances and complaints received from employees in the Province. Draft charges and finalise all misconduct cases in the Province. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Province. Provide administration support services in the section.
- ENQUIRIES APPLICATIONS** : Mr M Matjeke Tel No: (013) 655 8700
: Assistant Director: Human Resource Management & Employment Relations, Private Bag X7263, Emalahleni, 1035 or hand deliver at Labour Building, Corner Hofmeyr Street and Beatty Avenue, Emalahleni
- FOR ATTENTION** : The Assistant Director: Human Resource Management & Employment Relations

POST 09/47 : **SENIOR ADMINISTRATIVE OFFICER: PES REF NO: HR 4/4/4/02/06**

SALARY : R331 188 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three-year relevant tertiary qualification in Social Sciences (Psychology; Public/ Business Administration). Two (2) years functional experience in Public Employment/ Administration Services. Knowledge: ILO Conventions, PFMA, Human Resource Management, Skills Development. Skills: Planning and organising. Communication. Computer. Analytical. Presentation. Interpersonal. Leadership. Networking.

DUTIES : Coordinate information for compilation of reports (Daily). Coordinate PES training processes to effect positive change on service delivery (Monthly). Evaluate and monitor the implementation of employment services in the province (Daily). Provide administration support service within PES section (Daily). Manage all the resources of the Sub-Section (Daily).

ENQUIRIES : Mr V Mazibuko Tel No: (011) 853 0300
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 09/48 : **PRINCIPAL TRAINING OFFICER REF NO: HR4/23/03/10HO**

SALARY : R269 214 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Human Resource Management/ Development/ Training and Development/ Management of Training/ Public Administration/ Management. Knowledge: National Skills Development Strategy. Public Service Human Resource Development. Public Service Rules and Regulations. Batho Pele Principles. Internal Policies and Procedures. Computer usage (MS-Excel, MS-Word, MS-PowerPoint, MS-Outlook, Internet Search engines). Skills: Time Management, Stress Management, Communication (Verbal and Written), Presentation and Report writing, Problem solving, Technical (Project Management), Interpersonal.

DUTIES : Administer Bursary Programs, Coordinate Mandatory Human Resource Development Programs, Coordinate the implementation of the Workplace Skills Plan (WSP) Generic Programs. Monitor and report on the implementation of Bursary and Training Programs

ENQUIRIES : Mr. TN Dire Tel No: 012 309 4186
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street

POST 09/49 : **OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR 4/23/02/16HO**

SALARY : R269 214 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) 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. Knowledge: Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication (verbal and written), Computer literacy, Telephone etiquette, Organising, Decision making, Analytical, Project Management.

DUTIES : Provide a receptionist support to the Chief Directorate including dairy 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 Directorate. Facilitate and coordinate all logistical and resource requirements of the Chief Directorate. Provide Management Information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.

ENQUIRIES : Adv. FM Bede Tel No: (012) 309 4896
APPLICATIONS : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 09/50 : **CLAIMS ASSESSOR REF NO: HR4/4/02/10**

SALARY : R269 214 per annum

CENTRE : Labour Centre: Rustenburg

REQUIREMENTS : Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/OHS/ Finance/HRM. One (1) year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and functions. Compensation Fund Value chain and processes. Relevant Fund policies and procedures. Customer Services. COID Services. Risk Tariffs. Skills: Required Technical Proficiency. Communication (verbal, written, listening and questioning skills). Fund operating system. Data Capturing. Data and Record Management. Telephone skills and Etiquette. Planning and Organising. Analytical thinking. Problem solving and decision making.

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

ENQUIRIES : Mr B Neito Tel No: 018 387 8186

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 09/51 : **LEGAL ADMINSTRATIVE OFFICER (MR-3 TO MR-5) REF NO: HR4/4/5/10**

SALARY : Grade 3: R268 755 - R307 302 per annum, (OSD)
Grade 4: R324 681 - R367 785 per annum, (OSD)
Grade 5: R390 360 - R510 330 per annum, (OSD)

CENTRE : Provincial Office: KZN

REQUIREMENTS : Four (4) years legal tertiary qualification or equivalent. 3-5 post graduate experience in Legal Services Knowledge: Admission as an advocate of Attorney of the High Court of South Africa. Knowledge: DoL and Compensation Fund Business strategies and goals, Directorate/ sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value and business processes, Public Service Regulations, Policies and Procedures. COIDA Act, Regulations and Policies, Public Service Act, Occupational Health and Safety Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996(amended), Road Accident Fund (RAF), Unemployment Insurance (UIA), General Knowledge of the Public Service Regulations, LRA, EE Ac, SDA & BCEA. Skills: Required Technical Proficiency, Business Writing Skills, Analytical Thinking, Decision Making, Communication and information Management, Customer Focus and responsiveness, People and Performance Management, Managing Interpersonal conflicts and resolving problems, Planning and Organising, Team Leadership.

DUTIES : Provide an effective legal administrative and support services for the Fund. Provide legal services to the Fund. Handle litigation for and on behalf of the Fund. Represent the Fund at the hearing in terms of section 56 and 91 applications hearings. Liaise with third parties. Manage and review claims of objections hearing process. Render administration support in terms of section 56 and 91 application hearings.

ENQUIRIES : Dr N Kahla Tel No: (031) 366 2033

APPLICATIONS : Deputy Director: Provincial Operations: 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 09/52 : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X2 POSTS)**

SALARY : Grade 1: R268 584 – R311 361 per annum, (OSD)
Grade 2: R330 324 – R379 356 per annum, (OSD)
Grade 3: R400 644- R504 540 per annum, (OSD)

CENTRE : Mmabatho Provincial Office Ref No: HR4/4/02/09 (X1 Post)
Labour Centre: Secunda Labour Centre Ref No: HR 4/4/7/123 (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.

ENQUIRIES : Mr B Neito Tel No: 018 387 8186
Ms R Masilo Tel No: 017 631 2585

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
Deputy Director Labour Centre Operations: Private Bag X9057, Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda

POST 09/53 : **SENIOR ADMIN CLERK: CLAIMS PROCESSOR REF NO: HR4/4/02/11**
(Re-advertisement, applicants who previously applied are advised to re-apply)

SALARY : R218 064 per annum
CENTRE : Klerksdorp Labour Centre
REQUIREMENTS : Grade twelve Certificate. No experience required. Knowledge: Department of Labour and Compensation Fund business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Relevant Fund policies, procedures and processes. Human anatomy/Biology. Medical terminology. Stakeholders and customer. Customer service (Batho Pele Principles). Fund values. Required IT knowledge. IT Operating Systems. Risk awareness. COIDA Act, Regulations and Policies. DPISA guidelines on COIDA. COIDA tariffs. Technical Knowledge. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Fund IT operation systems. Data capturing. Data and records management. Telephone Skills and Etiquette.

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

ENQUIRIES : Mr B Neito Tel No: 018 387 8186

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 09/54 : **INSPECTOR (X3 POSTS)**

SALARY : R218 064 per annum
CENTRE : Labour Centre: Cradock Ref No: HR4/4/1/202 (X1 Post)
Labour Centre Lephalale Ref No: HR4/4/6/154 (X1 Post)
Labour Centre: Tzaneen Ref No: HR4/4/6/155 (X1 Post)

REQUIREMENTS : 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.

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 N Mkonto Tel No: 048 881 3010
Ms. TE Maluleke Tel No: 015 290 1768

APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 38, Cradock, 5880 or hand deliver at 73 Frere Street, Cradock, 5880 For Attention: Sub-directorate: Labour Centre Operations, Cradock.
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 09/55 : **CLIENT SERVICE OFFICER: UI REF NO: HR 4/4/7/125**

SALARY : R218 064 per annum
CENTRE : Malelane 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 : Ms N Ndlovu Tel No: 013 791 6000
APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X517 Malelane 1320 or hand deliver at: 19 Lorenzo Street, Old Absa Building, Malelane.

POST 09/56 : **ADMINISTRATION CLERK: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/1/115**

SALARY : R181 599 per annum
CENTRE : Mdantsane Labour Centre, Eastern Cape
REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. Valid driver's licence. Knowledge: Batho Pele Principles, Relevant ILO Conventions, Human Resource Management. Skills: Verbal and written communication, Interpersonal relations, Report writing, Analytical, Presentation, Innovative, Computer literacy.

DUTIES : Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.

ENQUIRIES : Mr XT Madikane Tel No: 043 761 6164
APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X19, Mdantsane, 5219, Hand deliver at Mzaule Street, Highway, Mdantsane, 5219

POST 09/57 : **OFFICE AID REF NO: HR4/4/02/12**

SALARY : R128 166 per annum
CENTRE : Brits Labour Centre
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 B Neito Tel No: 018 387 8186
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.