

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 April 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 Senior Admin Clerk: Claims Processor with Ref No: HR4/4/02/11 for Klerksdorp Labour Centre, advertised on circular 9 dated 10 March 2023 with a closing date 27 March 2023, the requirements are amended as follows: Three (3) years tertiary qualification in Degree/ Diploma in Public Management/ Administration/ Social Science/ OHS/ HRM is required. 1-2 years' experience in Compensation or Medical claims processing environment and the rest of the advert requirements remains the same. Therefore, the closing date of the advert is extended to 19 April 2023. Enquiries contact: Mr. B Neito Tel: 018 387 8100

MANAGEMENT ECHELON

POST 12/20 : **DIRECTOR: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/10/526**

SALARY : R1 105 383 per annum (all inclusive)

CENTRE : Provincial Office: Western Cape

REQUIREMENTS : Four (4) years degree in (NQF level 7) as recognized by SAQA in Social Science / Industrial Psychology / Psychology / Public Administration / Management / Business Administration / Management. Five (5) years' experience at middle/senior management managerial level and three (3) years' functional experience in employment service and skills development environment. A valid driver's licence. Knowledge: Good Governance, Departmental policies and procedures, General administrative procedures, Recruitment

and Selection, ILO Conventions, Financial management, PFMA, LRA & EE, COIDA, Skills Development Act, Public Service Regulations. Skills: Planning and organizing, Facilitation skills, Communication skills, Computer skills, Research skills, Presentation Skills, Interpersonal skills, Report writing skills, Leadership skills, Problem solving skills, Problem solving skills, Project management.

DUTIES : Direct the management of work seeker services (registration of work seekers and employment counselling) within the Province. Direct the management of employer services within the Province. Ensure the provision of work schemes for the purpose of enabling youth and other vulnerable work seekers to enter employment, remain in employment or be self-employed. Provide leadership and technical support on all areas of public employment services. Monitor and report on the implementation and of Policies, Standards, Annual Performance Plan and Work Plan.

ENQUIRIES : Mr X Sicwebu Tel: (012) 309 4382
APPLICATIONS : Chief Director: Human Resource Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street

OTHER POSTS

POST 12/21 : **ASSISTANT DIRECTOR: MARKETING AND EVENTS MANAGEMENT REF NO: HR 4/ 4/3/2/ASDMEM/UIF**

SALARY : R393 711 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three (3) year tertiary qualification (NQF level 6) in Communications/ Marketing/Public Relations and Events Management. Four (4) years' experience of which two (2) years must be functional experience in Communication environment and two (2) years at a supervisory level. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Promotion of Access to Information Act. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Government Communication Information System. Public Service Regulations (PSR). Public Service Act (PSA). Skills: Branding Management. Branding Principles. Communication. Computer Literacy. Analytical. Interpersonal. Report writing. Planning and Organizing.

DUTIES : Coordinate UIF promotional and Marketing events. Facilitate the promotion of the UIF brand to stakeholders. Coordinate the provisioning of UIF promotion events. Facilitate the conducting of advocacy sessions to secondary stakeholders. Manage resources in the section.

ENQUIRIES : Ms A Lodi Tel: (012) 337 1877
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 12/22 : **ASSISTANT DIRECTOR: IT PROJECTS REF NO: HR 4/ 4/3/2/ASDITP/UIF**

SALARY : R393 711 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : A three (3) year qualification (NQF Level 6) in Information Technology / Project Management. Four (4) years functional experience of which two (2) years functional experience in ICT Project Management environment and two (2) years supervisory experience. Project Management principles and methodologies. Project Management Information Systems (PMBOK, MS projects etc.). Application of research methodology. Quality management principles and processes. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Condition of Employment Act (BCEA) Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Financial/Budget Management. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Project Management. Project monitoring and evaluation. Planning and Organizing. Analytical. Creativity. Facilitation. Presentation.

DUTIES : Manage delivery of ICT projects within the Fund. Manage ICT project deliverables in line with the Fund strategic objectives, quality standards and expectations. Ensure project quality management. Facilitate the implementation of projects within the Fund. Manage resources (Human, Financial, Equipment / Assets) within the project.

ENQUIRIES : Ms S Ntoyi-Baba Tel: (012) 337 1692
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 12/23 : **PENSION ADMINISTRATOR REF NO HR4/4/10/528**

SALARY : R331 188 per annum
CENTRE : George Labour Centre (Western Cape)
REQUIREMENTS : Three (3) year tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Two (2) years functional experience in pension administration/ claims processing environment of a financial nature. 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, COIDA, Contribution Act, Public Service Act, Occupation Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information. 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 : Render pension administrative duties. Claims adjudication and processing.
ENQUIRIES : Mr. Q Bowman Tel: 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

POST 12/24 : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**

SALARY : R331 188 per annum
CENTRE : Labour Centre: Mthatha- Ref No. HR 4/4/1/603(X1 post)
Labour Centre: Welkom- Ref No: HR 4/4/8/838(X1 post)
REQUIREMENTS : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF 7) in Business Administration/Management; Public Administration/Management; Operations Management. Two (2) years functional experience in registration services. Valid driver's licence. 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 : Ms S Zawula Tel: 047 501 5600
Ms. M Mamburu, Tel: (057) 3910216
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag 5080, Mthatha, 5100 For Attention: Sub-directorate: Human Resources Management, Mthatha Labour Centre
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 12/25 : **SENIOR STATUTORY SERVICES OFFICER REF NO: HR4/4/10/527**

SALARY : R331 188 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) year relevant tertiary qualifications in BPROC/ LLB/ BCOM LAW. One (1) year experience in the legal/ compliance environment. Valid Driver's Licence. Knowledge: Public Service transformation and management issues, Public Service Act, Treasury Regulations, Departmental policies and procedures, Corporate Governance, Skill Development Act, Public Service Regulation Act, SDLA. Skills: Planning and Organizing, Facilitation, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : To plan and independently administer work referred to Statutory Service for Enforcement of Non-Compliance under employment. Assist the Assistant Director: Statutory Services in the enforcement processes of IES. Assist with the strategy for Statutory Services. Assist in the facilitating the implementation of capacity development programmes for Inspectors in the Province. Compile stats for the Unit.

ENQUIRIES : Mr. Q Bowman Tel: 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 12/26 : **OHS INSPECTOR REF NO: HR4/4/10/529 (2X POSTS)**

SALARY : R331 188 per annum
CENTRE : Labour Centre: Worcester (Western Cape)
REQUIREMENTS : A three (3) year qualification in Environmental Health, Mechanical Engineering;
Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry;
Construction; Biology, Microbiology, Biomedical Science, Biotechnology, Biochemistry.
Valid driver's licence. Two (2) years functional experience in inspection and enforcement
of labour legislations or in relevant environment. Knowledge: Departmental policies and
procedures, Occupational Health and Safety Act as amended, OHS Regulations, South
African National Standards (Codes)-incorporated Codes become regulations,
Compensation for Occupational injuries and Diseases Act, Unemployment Insurance
Act. Employment Equity Act, Basic Conditions of Employment Act, Relevant guidelines
of the aforementioned legislations 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. Plan, investigate and finalized independently incidents and complaints
reported pertaining to the OHS Act and other relevant regulations and enforce as and
when necessary, appear as a State witness. Plan and conduct allocated proactive
inspections as per schedule to monitor compliance with the OHS and other 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: 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 12/27 : **INSPECTOR REF NO: HR 4/4/8/839**

SALARY : R269 214 per annum
CENTRE : Botshabelo Labour Centre
REQUIREMENTS : 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 : Mr. M Ngono Tel (051) 534 3789
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 12/28 : **PRINCIPAL PERSONNEL OFFICER REF NO: HR 4/4/10/540**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Provincial Office: Western Cape
: Three (3) year relevant tertiary qualification in Human Resources Management. One (1) to two (2) years functional experience doing Human Resources Management Services. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public Service Act, Batho Pele Principles, Public Service Regulations. Skills: Communication, Presentation, Conflict Management, Analytical, Report Writing, Computer Literacy, Planning and Organizing, Supervisory, Time Management.

DUTIES : Render the Recruitment and Selection process. Process and approve service benefits eg. Leave, Housing Allowances, Acting Allowance, etc. Provide and monitor terminations at the province. Monitor establishment and the implementation of Human Resources polices. Monitor the payment of salaries. Supervise all resources within the Section.

ENQUIRIES APPLICATIONS : Mr. Q Bowman Tel: 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 12/29 : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/839**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Provincial Office: Free State
: Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid Driver's licence. Zero experience. Knowledge: Departmental Policies and Procedures, Batho Pele Principles. Public Financial Management Act, Skills Development Act and Employment Equity. Skills: Facilitations, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical Research and 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 monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regular and when there are amendments.

ENQUIRIES APPLICATIONS : Mr R Cornelissen, Tel: (051) 505 6263
: 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 12/30 : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X3 POSTS)**

SALARY CENTRE : R218 064 per annum
: Labour Centre: Port Shepstone -Ref No: HR4/4/5/29(1X post)
: Labour Centre: Knysna (Western Cape) -Ref No: HR4/4/10/530(1X post)
: Labour Centre: Newcastle- Ref No: HR4/4/5/25(1X 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 : Mr S Biyase Tel 039 688 6910
: Mr. Q Bowman Tel: 021 4418120
: Mr S Pillay, Tel: (034) 312 3334

APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 379, Port Shepstone, 4240 or hand deliver at 17 Bisset Street, Port Shepstone.For Attention: Sub-directorate: Labour Centre Operations, Port Shepstone.

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

Deputy Director: Newcastle Labour Centre, PO Box 985, Newcastle 2940 Or hand deliver at 29 Scott Street, Newcastle. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal

<u>POST 12/31</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R218 064 per annum Labour Centre: Ladysmith-Ref No: HR4/4/5/28(1X Post) Labour Centre: Ulundi / Jozini Thusong Centre-Ref No: HR4/4/5/26(1X Post) Labour Centre: Worcester (Western Cape)- HR4/4/10/535(1X Post) Labour Centre: Beaufort West (Western Cape)- HR4/4/10/541(1X Post)
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. 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.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms L Radebe Tel: (036) 638 1900 Mr T Nkosi, Tel (035) 879 8800 Mr Q Bowman Tel: 021 441 8120
<u>APPLICATIONS</u>	:	Deputy Director: Ladysmith Labour Centre, P/ Bag X9926, Ladysmith 3370 Or hand deliver at 35 Keate Street, Ladysmith. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal Deputy Director: Labour Centre Operations: Private Bag X 56, ULUNDI, 3838 or hand deliver at Unit A Wombe Street, Ulundi. For Attention: Sub-directorate: Deputy Director: Labour Centre Operations, Ulundi. 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
<u>POST 12/32</u>	:	<u>CLAIMS PROCESSOR (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R218 064 per annum Labour Centre: Cape Town (Western Cape) - HR4/4/10/531 (3X Posts) Labour Centre: George (Western Cape) - HR4/4/10/532 (3X Posts)
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.
<u>ENQUIRIES</u>	:	Mr Q Bowman Tel: 021 441 8120
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Western Cape

POST 12/33 : **UI CLAIMS OFFICER (X2 POSTS)**

SALARY : R218 064 per annum

CENTRE : Labour Centre: Cape Town HR4/4/10/533 (1X Post)
Labour Centre: George HR4/4/10/534 (1X Post)

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 : Mr. Q Bowman Tel: 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 12/34 : **SENIOR ADMIN CLERK: MANAGEMENT SUPPORT SERVICES: REF NO: HR4/4/7/124**

SALARY : R181 599 per annum

CENTRE : Emalahleni 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 G Malatsi Tel: 013 653 3800

APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 38 Mandela Ave, or Corner Escombe & Mandela Ave, Emalahleni

POST 12/35 : **ADMINISTRATIVE CLERK: MSS REF NO: HR4/4/5/30**

SALARY : R181 599 per annum

CENTRE : Labour Centre: Richmond

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, Computer literacy, Analytical, Planning and Organizing.

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 the record management in a Labour Centre daily.

ENQUIRIES : Ms B Ndlovu Tel: 033 212 2768.

APPLICATIONS : Deputy Director: Labour Centre Operations: PO Box 852, Richmond, 3780 or hand deliver at 60 Shepstone Street, Richmond.

FOR ATTENTION : Sub-directorate: Human Resource Operations, KwaZulu-Natal.

POST 12/36 : **ADMINISTRATIVE CLERK: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR 4/4/4/03/12**

SALARY : R181 599 per annum

CENTRE : Labour Centre: Springs

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 organizing. 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 : Ms I Engelbrecht Tel: 011 365 3708

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 12/37 : **ADMINISTRATION CLERK REF NO: HR 4/4/10/536 (X2 POSTS)**

SALARY : R181 599 per annum
CENTRE : Provincial Office (CF): Western Cape
REQUIREMENTS : A Grade 12/ Senior Certificate with 0 Months experience. Knowledge: Compensation Fund Strategic Objectives, Relevant Stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, COIDA guidelines, Public Service Regulations, Public Service Act, Labour Relations Act, COIDA, Regulations and Policies, PFMA and National Treasury Regulations. Skills: Required Technical proficiency, Business Writing Skills, Require IT (MS Office and Operation Skills), Communication, verbal and written, Problem Solving, Planning and organising, Problem solving, Data Capturing, Data and records management, Telephonic Etiquette, Risk Management and Fund Governance, External Environmental Awareness.

DUTIES : Liaise with Provinces in respect of the provision of required information. Render effective administration support services. Ensure correspondence of documentation. Perform general administration functions.

ENQUIRIES : Mr. Q Bowman Tel: 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 12/38 : **PERSONNEL OFFICER REF NO: HR 4/4/10/537**

SALARY : R181 599 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Grade 12 / Senior Certificate plus Certificate in Human Resources Management field and one (1) year relevant experience. Knowledge: Departmental policies and procedures, Batho Pele Principles, HRM relate systems (PERSAL), Employment Equity Act, Public Service Regulations. Skills: Verbal and written communication, Interpersonal Relations, Planning and organizing, Computer literacy, Analytical.

DUTIES : Facilitate and provide administrative support for service benefits of employees. Provide support to the recruitment and selection process. Capture and update all personal data on the PERSAL system. Attend to clients enquiries.

ENQUIRIES : Mr. Q Bowman Tel: 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 12/39 : **OFFICE AID (X2 POSTS)**

SALARY : R128 166 per annum
CENTRE : Labour Centre: Worcester (Western Cape) - HR4/4/10/538 (1x post)
Labour Centre: Cape Town (Western Cape) - HR4/4/10/539 (1x post)
REQUIREMENTS : Grade 10 / ABET certificate. Knowledge: Cleaning practices, Catering, Office practice. Skills: Communication, Interpersonal relations

DUTIES : Ensure clean office environments at all times. Provide Food Service Aid. Assist in distributing stock Prepare boardrooms for meetings.

ENQUIRIES : Mr. Q Bowman Tel: 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,

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