

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 : 26 May 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, initialed and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. 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. Note applications for SR1-SR8 post(s) must be submitted electronically online following the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps. 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).

MANAGEMENT ECHELON

POST 16/20 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/23/05/26HO**

SALARY : R1 308 051 per annum, (all inclusive)

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public/ Administration or Management/ Labour Law/ Operations Management/ Human Resource management/ Finance/ Accounting/ Social Science/ Medical Science/ Health Sciences/ Engineering Science/ Economics/ Statistics. Five (5) years of experience at a senior management level in a relevant operational

environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES APPLICATIONS : Ms M Bronkhorst Tel No: (012) 309 4969
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

OTHER POSTS

POST 16/21 : **PSYCHOMETRIST / REGISTERED COUNSELLOR REF NO: HR4/4/05/21**

SALARY : Grade 1: R645 129 – R713 835 per annum, (OSD)
Grade 2: R734 811 – R813 369 per annum, (OSD)
Grade 3: R829 688 - R918 630 per annum, (OSD)

CENTRE REQUIREMENTS : Mmabatho Provincial Office
: Four-year tertiary in B-Psych degree/Honours degree in Psychology/Honours degree in Industrial Psychology. **Grade 1:** 0 years' experience. **Grade 2:** 8 years' experience **Grade 3:** 16 years' experience. Knowledge: International Labour Organisation Conventions, Financial Management, Human Resource Management, Public Service Act. Skills Development Act. Unemployment Insurance Act. Health Professions Act. Employment Equity Act. COIDA, POPA Act. Skills: Planning and Organising, Communication. Computer. Analytical. Presentation. Interpersonal. Report writing, Leadership, Networking.

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 Employment Counsellors and relevant organisation. Co-ordinate the administration of Psychometric Assessment. Supervise administrative Personnel.

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

POST 16/22 : **PSYCHOMETRIST COUNSELOR GRADE 1 REF NO: HR4/4/1/201**

SALARY : R645 129 per annum, (OSD)
CENTRE : Labour Centre: Lusikisiki
REQUIREMENTS : 4-year qualification in Bachelor of Psychology or an equivalent qualification in Bachelor of Psychology. Registered with HPCSA as a Registered Counsellor (Independent practise) of Psychometrist (Independent practise). A valid driver's licence. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Computer, Communication, Planning and Organizing, Report writing, Leadership, Innovative, Presentation, Analytical, Interpersonal skills.

DUTIES : Provide and implement employment counselling services. Provide and implement recruitment, psychometric assessment and selection services. Liaise with different organizations (Government, non-government, non-profit and private) to facilitate employability enhancement interventions for designated groups. Manage operations and personnel resources of the employment counselling.

ENQUIRIES APPLICATIONS : Ms N Getyeza Tel No: (039) 253 1996/7
: Deputy Director: Labour Centre Operations, Private Bag X 1002 Lusikisiki, 4820, Hand deliver at Cnr Stanford and Jakaranda Street Lusikisiki.

FOR ATTENTION : Sub-directorate: Labour Centre Operations, Lusikisiki

- POST 16/23** : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/05/22**
- SALARY** : R527 298 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three-year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Two (2) years supervisory experience in a disability claims and or medical insurance processing environment. Two (2) years functional experience in a disability claims and or medical Insurance processing environment. Knowledge: Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EE). Public Service Regulation. Compensation Fund business strategies and goals. PFMA and Treasury Regulations. Guidelines on application of COID (for government departments). Customer Service (Batho Pele). Risk Management. Skills: Leadership. Service delivery innovation (SDI). Planning and organising. Problem solving and analysis. Decision making. People Management and Empowerment (Including developing others). Communication (written and verbal).
- DUTIES** : Facilitate the processing of Compensation aims benefits within COID Processing Office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
- ENQUIRIES** : Mr MO Maluleke Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
- POST 16/24** : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION & ANTI-FRAUD CORRUPTION REF NO: HR4/4/05/23**
- SALARY** : R424 104 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three-year tertiary qualification in Risk Management/ Internal Audit/ Accounting/ Forensic Investigation. Two (2) years Supervisory experience. Two (2) years functional experience in anti-fraud/ corruption environment. Knowledge: Investigative Principles and Practices. Departmental and the Funds policies and procedures. All Labour legislations. Anti-fraud and Corruption Policies. Legal environment: Court and Criminal procedures, Fraud related administration and operations, Batho Pele Principles, Public Service Regulations. Skills: Planning and organising, Time management. Conflict management. Analytical. Investigation. Communication (Verbal & written). Computer literacy, Presentation.
- DUTIES** : Implement Fraud detection and Anti-Corruption Strategies for Provincial Offices. Conduct investigations on reported cases of Fraud and Corruption. Assist in the recovery of all assets acquired fraudulently from the Provincial Office. Analyse systems capabilities to anti-fraud & corruption management programmes.
- ENQUIRIES** : Mr M Maluleke Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
- POST 16/25** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/03/25**
- SALARY** : R424 104 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) years tertiary qualification in Risk Management/ Internal Auditing/Accounting/ Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/Internal Audit. Knowledge: Public Sector Risk Management Framework. COSO Framework. King Report on Corporate Governance. Treasury Regulation. Anti-fraud and corruption policies. Criminal & Commercial Law. Labour Relations, legislation, policies and procedures. Skills: Analytical. Strategic Management. Financial Management. Facilitation. Investigation. Interviewing. People Management. Computer Literacy. Time Management. Communication. Interpersonal. Presentation. Planning and organizing.
- DUTIES** : Implement Risk management strategies/ policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the

Department through communication and training Programmes. Establish and manage an integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.

ENQUIRIES APPLICATIONS : Mr. M Maluleke Tel No: (018) 387 8100
 : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

POST 16/26 : **SENIOR PRACTITIONER: ES BOARD SECRETARIAT REF NO: HR4/23/05/09 HO**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 : Head Office, Pretoria
 : Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree in Public Administration/ Business Administration/ Business Management. Two (2) year functional experience in Secretarial or administrative support services. Knowledge: Finance Management, Human Resource Management. Skills: Communication, Computer, Presentation, Interpersonal, Report writing.

DUTIES : Coordinate information on the establishment and development of Employment of Board. Provide secretariat support to the Employment Services Board. Procure goods and services for Employment Services Board. Prepare and maintain a proper document management system (DMS) for the Board. Provide administration support to the Sub-Directorate (Employment Services Board Secretariat).

ENQUIRIES APPLICATIONS : Ms. M Masilela Tel No: 012 309 4261
 : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 16/27 : **SENIOR ADMINISTRATIVE OFFICER REF NO: HR4/4/05/26**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 : Provincial Office: Mmabatho
 : Three (3) year qualification in Social Sciences (Psychology, Public/Business Administration). Two (2) years' functional experience in Public Employment/ Administration Services. Knowledge: ILO Convention. PFMA. Human Resource Management. Skill Development. Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. Interpersonal. Leadership. Networking.

DUTIES : Coordinate information for compilation of reports. Coordinate PES training processes to effect positive change on service delivery. Evaluate and monitor the implementation of employment services in the Province. Provide administration support service within PES section.

ENQUIRES APPLICATIONS : Mr. M Maluleke Tel No: (018) 387 8100
 : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 16/28 : **PENSION ADMINISTRATOR REF NO: HR4/4/1/202**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 : Labour Centre: East London
 : 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 APPLICATIONS : Mr. M Njamela Tel No: 043 702 7500
 : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 16/29 : **SUPERVISOR: REGISTRATION SERVICES REF NO: HR 4/4/02/05**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Krugersdorp
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. 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 D A McDonald Tel No: (011) 955 4420
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 16/30 : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/13**

SALARY : R294 321 per annum
CENTRE : Provincial Office: Kimberley
REQUIREMENTS : Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. One (1) year functional experience in Auditing. A valid Driver's licence. 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 : Mr I Vas Tel No: (053) 838 1702
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 16/31 : **SECURITY ADMIN OFFICER: INFORMATION REF NO: HR4/23/05/07HO**

SALARY : R294 321 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Security Management / Security Risk Management. One (1) year functional Clerical / Administrative experience in Security Management / Information Services. PSIRA Grade B. Knowledge: Minimum Information Security Standard (MISS) policy document, Information Security, Financial Management, Departmental policies and procedures, Private Security Industry Regulatory Authority, OHS Act, Criminal Procedure Act, Public Finance Management Act. Skills: Listening and observation, Communication skills, Problem solving, Diversity facilitation skills, Computer Literacy, Verbal and Written Communication.

DUTIES : Administer Pre-employment screening request. Capture Z204 forms on the SVIS system. Implement document security measures. Administer Declaration of security forms. Administer Declaration of Secrecy forms. Receipt results from SSA.

ENQUIRIES : Ms. O Meremetsi Tel No: 012 309 4193
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

<u>POST 16/32</u>	:	<u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR4/4/05/27 (X2 POSTS)</u> (Re-Advertisement)
<u>SALARY</u>	:	Grade 1: R293 670 – R337 860 per annum, (OSD) Grade 2: R358 626 – R409 275 per annum, (OSD) Grade 3: R431 265 - R543 969 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office: Mmabatho Four (4) year's nursing Degree/three years' Diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Valid driver's licence. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required: Grade 1: 2-9 years' experience gained after registration. Grade 2: 10-19 years' experience gained after registration. Grade 3: 20 years above experience gained after registration. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions. Compensation Fund Services. Directorate or sub-directorate goals and performance requirements. Nursing legislations and 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.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr MO Maluleke Tel No: 018 387 8100 To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 16/33</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R241 485 per annum Labour Centre: Makhanda Ref No: HR4/4/1/700 (X1 Post) Labour Centre: Nqanqarhu Ref No: HR4/4/1/701 (X1 Post) Labour Centre: De Aar Ref No: HR 4/4/8/14 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<u>DUTIES</u>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<u>ENQUIRIES</u>	:	Ms N Mvanyashe Tel No: 045 9321 424 Ms N Ntlokwana Tel No: 046 6222 104 Mr I Young Tel No: (053) 631 0952(De Aar)
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 16/34</u>	:	<u>UI CLAIMS OFFICER REF NO: HR 4/4/4/03/18</u>
<u>SALARY CENTRE</u>	:	R241 485 per annum Labour Centre: Randburg

<u>REQUIREMENTS</u>	:	Grade 12/Senior Certificate with Accounting or Mathematics as major subjects or equivalent. 0 to 6 months. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer Literacy, Customer Relations, Decision making.
<u>DUTIES</u>	:	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 enquires relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
<u>ENQUIRIES</u>	:	Mr P Godongwana/ Mr N Pillay Tel No: 011 3853 0303
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 16/35</u>	:	<u>PERSONNEL OFFICER REF NO: HR4/4/05/28</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate plus Certificate in Human Resource Management Field. No experience required. Knowledge: Departmental Policies and procedures, HR related systems (PERSAL), Batho Pele Principles. Employment Equity Act. Public Service Regulation. Skills: Computer literacy. Analytical. Communication. Planning and Organising.
<u>DUTIES</u>	:	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 client's enquiries.
<u>ENQUIRIES</u>	:	Mr. M Maluleke Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 16/36</u>	:	<u>SENIOR ADMINISTRATION CLERK: ACCOUNTING AND BOOKING REF NO: HR4/23/05/08HO</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation. No experience required. Knowledge: PFMA, Departmental policies and procedures, Project Management, Intermediate Human Resources Development Skills: Leadership Facilitation, Computer literacy, Presentation, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Check completeness and correctness of bookings for air travel, hotel accommodation and conference venues in the Department. Consolidate information of invoices received and prepare payment to service providers. Check that Irregular, Fruitless and Wasteful Expenditure are recorded and reported. Verify compliance on Travel IT.
<u>ENQUIRIES</u>	:	Ms. F Diale Tel No: 012 309 4908
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.
<u>POST 16/37</u>	:	<u>ADMINISTRATION CLERK: EMPLOYMENT COUNSELING REF NO: HR4/23/05/10 HO</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation. No experience required. Knowledge: Skills Development Act, Employment Services Act, Public Finance Management Act. Skills: Communication, Computer, Interpersonal, Analysis, Planning.
<u>DUTIES</u>	:	Provide support to the psychometric assessment service. Provide support to the employment counselling service. Coordinate the payment of subsidies to beneficiaries of the Subsidy Schemes for People with disabilities. Control movement of document and stationary within Employment Counselling. Render procurement support service in the Sub- Directorate Counselling. Render secretariat support in the Sub- Directorate.
<u>ENQUIRIES</u>	:	Ms. J Rama Tel No: 012 309 48844
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/ follow all steps.