

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 : 28 July 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. 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/> For help with the link please call hotline free number 0860101018 or email PES@labour.gov.za 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. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

POST 24/29 : **DEPUTY DIRECTOR: FINANCE & OFFICE SERVICES REF NO: HR 4/4/8/100**

SALARY : R811 560 per annum, (all inclusive)

CENTRE : Provincial Office – Eastern Cape

REQUIREMENTS : A relevant 3 years tertiary qualification in Business/ Public Administration/ Operations Management, Supply Chain Management, Purchasing, Logistics or Financial Management. Two (2) years management and/ or supervisory experience. Three (3) years functional experience in Administration, IT and Financial Management/ Supply Chain Management Environment. A valid driver's license. Skills: Leadership, Interpersonal relation, Presentation, Planning and Organizing, Assertiveness, Computer Literacy, Accounting, Project Management, Innovative, Analytical, Negotiation, Project Management, Strategic Management, Ability to build high-performance team, Diversity facilitation, Verbal and Written Communication. Knowledge: White paper on transformation of Public Service, Public Service Act, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Accounting systems and Internal Control, Corporate Governance, Batho Pele principle, Departmental policies and prescripts, Knowledge of PFMA, Treasury

- Regulations and the Budget Guidelines, Knowledge of Word, Excel, PowerPoint and Outlook.
- DUTIES** : Manage the implementation of Financial Management processes and procedure in the Province. Manage and implement budgeting processes and the compilation of the Provincial MTEF budget. Responsible for financial control and accounting in the Province. Management the Administration of BAS and payments in the Province. Manage the Fleet Management Services in the Province, Manage the implementation of Supply Chain Management framework and policies in the Province. Manage the IT and Office support service in the Province. Manage resources and ensure sound financial management of the sub-directorate.
- ENQUIRIES** : Ms N Douw-Jack Tel No: (043) 701 3128
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9005, East London, 5201 or hand deliver at No. 3 Hill Street, East London, 5201.
- FOR ATTENTION** : Human Resources Operations, Provincial Office East London
- POST 24/30** : **COUNSELLOR GRADE 1 (X2 POSTS)**
- 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** : eMaXesibeni Labour Centre Ref No: HR 4/4/05/10 (X1 Post)
Mdantsane Labour Centre Ref No: HR 4/4/05/11(X1 Post)
- REQUIREMENTS** : 4-year qualification in Bachelor of Psychology or an equivalent qualification in Psychology. Registered with HPCSA as a Registered Counsellor (Independent practise) or Psychometrist (Independent practise). **Grade 1:** 0 years' experience. **Grade 2:** 8 years' experience **Grade 3:** 16 years' experience. 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 unit.
- ENQUIRIES** : Ms N Tetyana Tel No: (039) 254 0282
- APPLICATIONS** : Mr T Madikane Tel No: (043) 761 1351
- FOR ATTENTION** : Deputy Director: Provincial Operations: Private Bag X9005, East London 5200 or hand deliver at No. 3 Hill Street, East London.
- POST 24/31** : **SENIOR PRACTITIONER: ACCOUNTS RECIEVABLE REF NO: NWP-MMAB-71917446-20230630-1**
- SALARY** : R359 517 per annum
- CENTRE** : Mmabatho Provincial Office
- REQUIREMENTS** : Grade 12. Three years' tertiary qualification in Accounting/ Finance. Two-years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Listening skills, Time Management, Analytical skills, Numeracy, Computer literacy, Verbal and written communication skills, Interpersonal.
- DUTIES** : Provide accounts receivable and revenue collection services. Render debt recovery services in the province. Maintain the Overpayments Debtors Record. Supervise resources (Human, Finance, Equipment/Assets) in the section.
- ENQUIRIES** : Mr S.S. Shongwe Tel No: (018) 387 8230
- APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>
- POST 24/32** : **CLAIMS ASSESSOR REF NO: NWP-RUST-91223270-20230630-1**
(Re-advertisement, those who previously applied are encouraged to reapply)
- SALARY** : R294 321 per annum
- CENTRE** : Labour Centre: Rustenburg

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Administer of claims registration process. Adjudicate registered claims. Quality Assurance for medical accounts payments. Render Administrative duties. Serve as a Team Leader/Supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SS Shongwe Tel No: (018) 387 8230 To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 24/33</u>	:	<u>MEDICAL ADJUDICATOR: PROFESSIONAL NURSE (GRADE 1-3) REF NO: FSP-WELK-21903875-20230630-1</u>
<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 - R521 172 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Welkom Labour Centre 4 years' degree/ 3 years' diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. 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 in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with 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 ethical nursing practices, Compensations Fund policies, processes, Stakeholders and customers, Customers Service (Batho Principles), COIDA tariffs, Technical knowledge, PFMA and national Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Data Capturing, Data and record 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 in the processing of occupational injuries claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injuries claims and OD medical accounts.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Mamburu Tel No: (057) 391 0216 To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/
<u>POST 24/34</u>	:	<u>BCEA INSPECTOR: IES (X2 POSTS)</u>
<u>SALARY</u>	:	R241 485 per annum
<u>CENTRE</u>	:	Labour Centre: Klerksdorp Ref No: NWP-KLER-29145643-20230630-1 (X1 Post) Labour Centre: Lichtenburg Ref No: NWP-LICH-71917446-20230629-1 (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.

ENQUIRIES : Mr S.S. Shongwe Tel No: (018) 387 8230
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 24/35 : **UI CLAIMS OFFICER REF NO: FSP-BLOE-21456216-20230629-1**

SALARY : R241 485 per annum
CENTRE : Provincial Office Free State
REQUIREMENTS : Grade 12\ Senior Certificate; 0-6 months experience. 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 and written), Listening, Computer Literacy, Customer Relations, 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 processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

ENQUIRIES : Ms. N Zama Tel No: (051) 505 6275
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 24/36 : **CLIENT SERVICES OFFICER: REGISTRATION SERVICES ESSA REF NO: FSP-KROO-28270771-20230629-1**

SALARY : R241 485 per annum
CENTRE : Labour Centre: Kroonstad
REQUIREMENTS : Matriculation/ Grade 12. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

DUTIES : Render services at help desk as 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 Legislations 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.

ENQUIRIES : Mr S Malope Tel No: (056) 2151 812
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>

POST 24/37 : **ACCOUNTS AND BOOKING CLERK REF NO: NWP-MMAB-71917446-20230630-2**

SALARY : R202 233 per annum
CENTRE : Mmabatho Provincial Office
REQUIREMENTS : Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent Certificate. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resource Development, General Management, Strategic management, Skills Development Act, LRA & BCEA. Skills: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills, People management.

DUTIES : Provide booking services of cars in the Province. (Daily), Attain information to prepare payment for service provider (Daily), Acquire information on payment of fines. (weekly), Disseminate information to the relevant stakeholder e.g. newly developed policies, new act pertain transport etc. (Monthly).

ENQUIRIES : Mr SS Shongwe Tel No: (018) 387 8230
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/>