

## 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** : 04 August 2023 at 16:00

**NOTE** : Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, 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. 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 requirements for application of Senior Management Services(SMS) include the successful completion of a SMS Pre-entry programme(Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate (s) should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. 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 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).

## MANAGEMENT ECHELON

**POST 25/15** : **CHIEF DIRECTOR: MEDICAL BENEFITS REF NO: HR 5/1/2/3/36**

**SALARY** : R1 371 558 per annum, (all inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : MBCHB Degree, or any NQF 7 in Healthcare and Allied Health Related qualification/ or Bcom Accounting/ Business Science/ Bachelor of Science in Finance. Minimum 5 years' appropriate experience in Senior Management Service level in Medical Claims processing environment. Pre-Entry Certificate

for SMS is required. Knowledge: ICD 10 Coding and Medical Billing. Del and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Services. Compensation Fund VALUE Chain and business process. Public Service Regulations. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Values. Required IT knowledge. DPSA Guidelines on COIDA. Technical knowledge. Legislative Requirement: COIDA Act, Regulations and Policies. Public service Act. Occupational health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. PAIA. Constitution Act 108 of 1996 (amended). General knowledge of the Public Service Regulations. Skills: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication.

**DUTIES** : Provide research and best practice standards regarding medical services to support the Funds compensation services. Oversee the Adjudication of medical claims and processing of medical accounts. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the operations of the Chief Directorate and resources (Human, Finance, Equipment, Asset) In the Chief Directorate.

**ENQUIRIES** : Ms F Fakir Tel No: (012) 319 9495

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 25/16** : **DIRECTOR: REHABILITATION AND RE-INTEGRATION REF NO: HR 5/1/2/3/37**

**SALARY** : R1 162 200 per annum, (all inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Bachelor of Science (NQF 7) in Occupational Therapy/ Physiotherapy as recognized by SAQA. Post Graduate Diploma in Occupational Health / Vocational Rehabilitation will be an added advantage. Pre-Entry into the Senior Management Service Programme certificate is required. 5 Years of functional experience at a middle/senior management level in a Rehabilitation and Re-integration environment. Registration with HPCSA. Knowledge: DEL and Compensation Fund business strategies and goals. Public Service Act. Public Service Regulations. Customer Service (Batho Pele Principles). Risk Management and Corporate Governance. Budgeting and Financial Management. Required IT knowledge. Integrated National Disability Strategy. Legislative Requirement: COIDA Act. Promotion of Equality and Prevention of Unfair Discrimination Act. PFMA. National Health Act. Health Act. Allied Health Profession Act. Skills: Rehabilitation. Strategic Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Decision Making. Work Ethic and Self-management. Medical skills. Environment Awareness.

**DUTIES** : Design and implement a Rehabilitation and Re-Integration Programme for COIDA patients. Develop and monitor the implementation of the rehabilitation, re-integration and early return to work policy (RTW) strategies, protocols and policies. Provide support to Provincial Disability Management and Medical CASE Coordination Functions. Manage resources within the Directorate.

**ENQUIRIES** : Ms N Magonono at (060) 983 2510

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

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## OTHER POSTS

- POST 25/17** : **PSYCHOMETRIST / REGISTERED COUNSELLOR**  
(Re-Advert all people who previously applied are encouraged to re-apply)
- 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** : Mmabatho Provincial Office- Ref No: HR4/4/07/01
- REQUIREMENTS** : Four-year tertiary in B-Psych degree/Honours degree in Psychology/Honours degree in Industrial Psychology. Registration with HPCSA as a Psychometrist Registered Counsellor (Independent Practice). **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** : Mr S Shongwe 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 25/18** : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/07/02**
- SALARY** : R527 298 per annum
- CENTRE** : Rustenburg Labour Centre
- 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 S Shongwe Tel No: (018) 387 8186
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho
- POST 25/19** : **PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/07/03**
- SALARY** : R527 298 per annum
- CENTRE** : Provincial Office: Mmabatho
- REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree in Environment Health/ Occupational Health/ Hygiene/ Analytical Chemistry/ Chemical Engineering. Four years' functional experience in Health and Hygiene Inspection/ services. Valid Driver's License. Knowledge: Department policies and procedures, Batho Pele Principles, Public Service Act and

		Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing Listening and Observation, Presentation, Innovative, Analytical, Research, Project Management.
<b><u>DUTIES</u></b>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per Inspection programme, conduct technical research on the latest trends in Occupational Health and Hygiene within Identified sector, provide support for enforcement action, including preparation of reports for legal proceedings.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr S Shongwe Tel No: (018) 387 8186
	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2 <sup>nd</sup> Floor, Provident House, University Drive, Mmabatho
<b><u>POST 25/20</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUSINESS PROCESS AND QUALITY IMPROVEMENT REF NO: HR 5/1/2/3/38</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum
	:	Compensation Fund, Pretoria
	:	Three-year qualification in Engineering or Science including Quality Management/ Operations Management/ Industrial Engineering/ Production Management. 4 years' functional experience in Business Process Management and Quality Management Systems. Knowledge: Industrial engineering practices. Continuous improvement tools. LEAN methodology. Quality Management. Business process Re-engineering. Continuous improvement techniques. Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. The industrial classification system. ISO9001. Project Management. Risk Management and Fund Governance. External Environmental Awareness. Legislative Requirement: COIDA. Public Service Regulations. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Constitution Act 108 of 1996 (amended). Public Service Operations Management Framework.
<b><u>DUTIES</u></b>	:	Coordinate business process analysis and initiative processes in the Fund. Develop Standard Operating Procedure (SOP) for the Fund. Implement quality management strategy and plan for the Fund. Develop service delivery model and service standards for the Fund.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms N Stuurman at (060) 995 9540
	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<b><u>POST 25/21</u></b>	:	<b><u>ASSISTANT DIRECTOR: PROVINCIAL SUPPORT (CHIEF DIRECTORATE: ORTHOTICS AND REHABILITATION REF NO: HR 5/1/2/3/39</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 per annum
	:	Compensation Fund, Pretoria
	:	Three-year qualification in Operations Management/ Business Management/ Business Administration/ Risk/ Auditing. 4 years' functional experience on relevant field. Knowledge: Compensation Fund business strategies, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Budgeting and Financial Management. Risk Management and Corporate Governance. Public Service Regulations (PSR). COIDA. Legislative Requirement: PFMA. Skills: Technical. Analytical. Business writing. Communication (verbal and written). Decision making. Continuous improvement. Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict. Planning and Organizing.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of the Fund's Annual Performance plan. Coordinate the implementation of the Funds Work plan. Facilitate the implementation of the Funds' performance information policy and procedures. Conduct provincial visits in order to provide technical support to improve the Funds' performance. Coordinate, compile and distribute all reports, meeting minutes and portfolio of Evidence (POES).

**ENQUIRIES** : Ms N Magonono at (060) 983 2510  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.  
**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.  
**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 25/22** : **ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: HR 5/1/2/3/40**

**SALARY** : R424 104 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Three-year qualification in Risk Management/ Forensic Audit/ Criminal/ Forensic Accounting/Commerce. 4 years' functional experience on Fraud Management. Knowledge: Public Service Act. Customer Service principles (Batho pele principles). Criminal law, criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Corporate governance guidelines and strategies. Directorate goals and performance requirement. Investigation principles and practices. Information system terminology, concept and practices. Understanding of fraud, corruption risks and effective risk management techniques, forensic audit practices. Knowledge of professional standards of Associations of Certified Fraud Examiners (ACFE) and or internal standards for Professional Practice of Internal Audit. Legislative Requirement: National Intelligence Act. Criminal procedure Act. The Prevention and Combating of Corrupt Activities Act, Act No. 12 of 2003 (PRECCA). The Prevention of Organized Crime Act, Act No. 121 of 1998 (POCA). The Protected Disclosures Act, Act No.26 of 2000 (PDA). The Public Finance Management Act, Act No 1 of 1999 (PFMA) as amended. National Treasury regulations. Promotion of Access to Information Act (PAIA). Promotion Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Skills: Stakeholder relations management. Client Orientation and customer focus. Campaign management. Project management. Problem solving and analysis. Strategic planning and organizing. Knowledge management. Decision making. People management. Computer literacy. Research skills. Good communication and interpersonal skills. Relationship management/ alliance partnering. Diversity management. Critical systems thinking. Driving.

**DUTIES** : Provide inputs into the development of fraud prevention and integrity management strategies, policies and procedures. Co-ordinate and implement the developed fraud prevention, policies and procedures. Co-ordinate the anti-fraud and corruption training programmes. Co-ordinate and implement various fraud detection techniques and cyber-crime in the Fund. Implement and maintain prevention best practices.

**ENQUIRIES** : Mr J Ngapo Tel No: (012) 406 5689  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.  
**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.  
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**POST 25/23** : **LEGAL ADMINISTRATION OFFICER (MR3-MR5) REF NO: HR 5/1/2/3/41**

**SALARY** : R293 847 – R596 127 per annum, (Salary will be in accordance with the OSD requirements)  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Four-year qualification in LLB/ BPROC/ BCOM LAW/ BA LAW. 2-8 Years appropriate post qualification legal experience. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Compensation Fund business strategies, policies and procedures. Performance Audit standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: COID Act. Occupational Health and Safety Act (OHS). PFMA. Treasury Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General

knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership.

- DUTIES** : Draft and vet contracts for the Fund. Handle litigation for and on behalf of the Fund. Process the section 56 applications and 91 objections. Provide legal opinions to the Fund. Supervision of staff.
- ENQUIRIES** : Ms T Mbananga at (076) 438 7568
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply