

## 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.*

<b><u>CLOSING DATE</u></b>	:	17 November 2023 at 16:00
<b><u>NOTE</u></b>	:	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 <a href="http://www.gov.za/documents">www.gov.za/documents</a> . 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. 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: <a href="https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/">https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/</a> . 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

<b><u>POST 40/01</u></b>	:	<b><u>DIRECTOR: POLICY DEVELOPMENT, STRATEGIC PLANNING, MONITORING AND EVALUATION REF NO: HR4/4/3/3/DPDSPME/UIF</u></b>
<b><u>SALARY</u></b>	:	R1 162 200 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Monitoring and Evaluation / Public Management / Public Administration / Business Management / Business Administration / Developmental Studies /

Economics / Public Policy Development and Management. A post graduate qualification with research will be an added advantage. A master's degree in the identified fields will be an added advantage. SMS Pre-entry programme (Nyukela) certificate as endorsed by the National School Government (NSG). Five (5) years appropriate (monitoring and evaluation, planning, research and policy formulation) experience at a middle / senior managerial level. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Monitoring and Evaluation platform / Principles. Monitoring and Evaluation Systems. Research Methodology. Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Skills: Financial Management. Report Writing. Risk Management. Project Management. Diversity Management. Computer Literacy. Communication. Monitoring and Evaluation platform. Research Methodology. Problem Solving and Decision Making.

- DUTIES** : Oversee the development of appropriate governance to support Fund's strategy development process. Manage the implementation of the monitoring and evaluate frameworks. Monitor and evaluation and analysis of service delivery.
- ENQUIRIES APPLICATIONS** : Ms MP Roux Tel No: (012) 337 1529 /1729  
: Chief Director: Corporate Services: 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, UIF

#### OTHER POSTS

- POST 40/02** : **SPECIALIST: EMPLOYER AUDIT REF NO: HR 4/4/6/166**
- SALARY CENTRE REQUIREMENTS** : R958 824 per annum, (all inclusive)  
: Provincial Office Limpopo  
: Three-year tertiary qualification in Internal Auditing/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Comm Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. Five years' functional experience in auditing/ inspections/ compliance/ financial environment of which three years must be at management level. Valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Finance Management Act, Labour Relations Act, Basic Conditions of Employment Act, National Minimum Wage Act, Public Service Regulations Act, Occupational Health and Safety Act and Regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing skills, Presentation, Research, Project management, Analytical, Innovative.
- DUTIES** : Manage and monitor the implementation of UIA and COIDA programme strategy. Manage process to monitor and evaluate impact of UIA and COIDA programmes. Manage and monitor the execution of legal proceedings. Manage and monitor the implementation of Advocacy Campaigns on UIA and COIDA regularly and when there are amendments. Manage the resources and develop controls to achieve and maintain clean audit.
- ENQUIRIES APPLICATIONS** : Ms. Lebogo MS Tel No: (015) 290 1662  
: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane
- POST 40/03** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X5 POSTS)**  
(Re-advertisement, applicants who applied previously are encouraged to re-apply for Mkhondo, Mashishing, Ermelo and Bethal)
- SALARY CENTRE** : R958 824 per annum, (all inclusive)  
: Mkhondo Labour Centre Ref No: HR 4/4/7/165 (X1 Post)  
: Mbombela Labour Centre Ref No: HR 4/4/7/166 (X1 Post)  
: Mashishing Labour Centre Ref No: HR 4/4/7/167(X1 Post)  
: Ermelo Labour Centre Ref No: HR 4/4/7/168 (X1 Post)  
: Bethal Labour Centre Ref No: HR 4/4/7/169 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	Three (3) years National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social science, Engineering Sciences, Public Administration/Management, Business Administration/ Management, Operations Management, Project Management, Three (3) years Legal qualification. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years functional experience in Labour Market Operations/Service delivery environment. Valid Driver's license. Knowledge: Public Finance Management Act. Treasury Regulations. Supply Chain Management processes. Asset Management. All labour Legislations. Departmental Policies and Procedures. Public Service Regulations. Batho Pele Principles. Skills: Management. Computer. Presentation Skills. Communication (Both Verbal and written), Interpersonal. Conflict Management. Leadership. Project Management. Diversity Management. Change Management, Monitoring and Evaluation.
<b><u>DUTIES</u></b>	:	Manage the service delivery objectives per mandate of the Department of Employment and Labour and municipalities including those dictated by the District Development Model (DDM) (Intermediate). Implement and manage service delivery improvement plan. Manage all resources of the Labour centre (Daily).
<b><u>ENQUIRIES</u></b>	:	Rev MG Sibanyoni Tel No: (013) 655 8702
<b><u>APPLICATIONS</u></b>	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni
<b><u>POST 40/04</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCE AND OFFICE ADMIN SERVICES REF NO: HR4/4/10/01</u></b>
<b><u>SALARY</u></b>	:	R811 560 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Provincial Office: Mmabatho
<b><u>REQUIREMENTS</u></b>	:	A relevant Three-years tertiary qualification in Business/ Public Administration/ Management or Financial Management. A valid driver's license. Two (2) years management and/ or supervisory experience. Three (3) years functional experience in Administration, IT and Financial Management Environment. 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. Skills: Leadership. Interpersonal relation. Presentation. Planning and organising. Assertiveness. Computer Literacy. Accounting. Innovative. Analytical. Negotiation. Project Management. Strategic management. Ability to build high performance team. Diversity facilitation. Verbal and Written Communication.
<b><u>DUTIES</u></b>	:	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. Manage the administration of BAS and payments in the province. Manage the IT and Office support service in the province. Manage the Fleet Management Services in the Province. Manage resources and ensure sound financial management of the sub-directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. UT Qambata Tel No: (018) 387 8146.
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
<b><u>POST 40/05</u></b>	:	<b><u>DEPUTY DIRECTOR: COMMUNICATIONS (INTERNAL AND EXTERNAL) REF NO: HR4/4/3/2/DDCIE/UIF</u></b>
<b><u>SALARY</u></b>	:	R811 560 per annum, (all-inclusive)
<b><u>CENTRE</u></b>	:	Unemployment Insurance Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Communications / Public Relations / Media Studies / Journalism at NQF Level 6 as recognized by SAQA. Five (5) years' experience of which two (2) years must be functional experience in Communications services environment and three (3) years must be at Assistant Director level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Procedures and Policies

of UIF. Business Case / Concept of the UIF. Media in general and specific Operations of different Media sections. Marketing and Promotional Strategies. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Skills: Communication. Creative Writing. Editing and proofreading. Computer literacy. Management. Analytical. Project Management. Conflict Management.

**DUTIES** : Manage Media Relations, Audio Visual Production and Photography. Manage Editorial, Publication and Graphic Design Services. Manage UIF Website, Intranet and social media pages. Manage Library Services. Manage resources in the Sub-Directorate.

**ENQUIRIES** : Mr TS Hattingh Tel No: (012) 337 1692/ 1430  
**APPLICATIONS** : Chief Director: Corporate Services: 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, UIF

**POST 40/06** : **DEPUTY DIRECTOR: ACTUARIAL SERVICES (CONTRACT) REF NO: HR4/4/3/2/DDAS/UIF**

**SALARY** : R811 560 per annum, (all-inclusive)  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : A relevant three (3) year tertiary qualification or equivalent. Five (5) years' experience of which three (3) years must be functional experience in actuarial services and two (2) years must be managerial experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Services Act (PSA). Treasury Regulations. Investment markets and portfolio management. Generally Accepted Accounting Practices (GAAP). International Financial Reporting Standards. Generally, Recognizes Accounting Practices (GRAP). MS Office. Actuarial projections and reporting methodologies and techniques. Skills: Leadership. Management. Computer Literacy. Communication. Accounting. Time Management. Planning and Organising. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation.

**DUTIES** : Provide technical guidance and actuarial functions in the UIF. Manage accounting and disclosure of Actuarial estimates services in the UIF. Maintain the working relationship with external actuarial advisors. Manage resources in the Sub-Directorate.

**ENQUIRIES** : Ms ASC Fourie Tel No: (012) 337 1420/ 1599  
**APPLICATIONS** : Chief Director: Corporate Services: 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, UIF

**POST 40/07** : **DEPUTY DIRECTOR: INVESTMENT (CONTRACT) REF NO: HR4/4/3/2/DDI/UIF**

**SALARY** : R811 560 per annum, (all-inclusive)  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three (3) year tertiary qualification in Investment Management / Accounting. Five (5) years in investment management related working experience. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Services Act (PSA). Treasury Regulations. Public Investment Cooperation Act (PICA). Investment markets and portfolio management. Generally Accepted Accounting Practices (GAAP). International Financial Reporting Standards. Generally, Recognizes Accounting Practices (GRAP). MS Office. Skills: Leadership. Management. Computer Literacy. Communication. Accounting. Time Management. Planning and Organising. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation.

**DUTIES** : Render investment management services. Render investment accounting and disclosure services. Render investment risk management services. Manage resources.

**ENQUIRIES** : Ms ASC Fourie Tel No: (012) 337 1420/ 1599

**APPLICATIONS** : Chief Director: Corporate Services: 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, UIF

**POST 40/08** : **DEPUTY DIRECTOR: TREASURY (CONTRACT) REF NO: HR4/4/3/2/DDT/UIF**

**SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (all-inclusive)  
 : Unemployment Insurance Fund, Pretoria  
 : Three (3) year tertiary qualification in Finance / Accounting. Five (5) years working experience in treasury and cash flow management. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Public Financial Management Act (PFMA). Treasury Regulations. Public Investment Cooperation Act (PICA). Generally, Recognizes Accounting Practices (GRAP). Skills: Leadership. Management. Computer Literacy. Communication. Accounting. Time Management. Planning and Organising. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation.

**DUTIES** : Provide technical guidance on treasury functions in the UIF. Manage and develop a strong working relationship with all the stakeholders of the UIF. Manage cash flow requirements of UIF. Manage resources.

**ENQUIRIES APPLICATIONS** : Ms ASC Fourie Tel No: (012) 337 1420/ 1599  
 : Chief Director: Corporate Services: 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, UIF

**POST 40/09** : **PSYCHOMETRIST / REGISTERED COUNSELLOR (GRADE 1) REF NO: HR4/4/5/71**

**SALARY CENTRE REQUIREMENTS** : R645 129 – R713 835 per annum, (OSD)  
 : Durban Labour Centre  
 : Four (4) years B Psych qualification or a Psych equivalent. Registration with Health Professional Council of South Africa (HPCSA) as a Registered Counsellor (independent practice) or Psychometrist (Independent practice). Valid Drivers licence. Experience: None. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Psychometric assessment. Skills: Planning and organizing, Communication skills, Computer skills, Analytical skills, Presentation skills, Interpersonal skills, Report writing skills, Leadership.

**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 support.

**ENQUIRIES APPLICATIONS** : Mr SA Mchunu Tel No: (031) 336 1500  
 : Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban.

**FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

**POST 40/10** : **ASSISTANT DIRECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/6/166**

**SALARY CENTRE REQUIREMENTS** : R527 298 per annum  
 : Labour Centre Polokwane  
 : B-Degree in Labour Relations/ Labour Law/ LLB/ BCOM Law. Four years' experience in Inspection and Enforcement functions and valid driver's license. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Skills Development Levies Act, Public Service Regulations, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, Rules of the Labour Court, Criminal Procedure. Skills: Facilitation, Planning and organizing, Computer literacy,

**DUTIES** : Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing skills, Presentation, Innovative, Analytical, Verbal and written communication. Manage and monitor quality inspections with the aim of enforcing and ensuring compliance with Labour Legislations. Manage the planning and monitor investigations on reported cases pertaining to contravention of Labour Legislation and enforce, as and when necessary, including making preparations for and appearing in court as a State witness. Provide guidance and manage proactive (Blitz) inspection programme for compliance with Labour Legislations. Manage and monitor the advocacy campaign on Labour legislations as per work plan. Compile and consolidate statistical reports on regional, allocated cases and inspection.

**ENQUIRIES APPLICATIONS** : Ms TE Maluleke Tel No: (015) 290 1768  
Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo

**POST 40/11** : **ASSISTANT DIRECTOR: FRAUD INVESTIGATION & ANTI-CORRUPTION HR4/4/5/57**  
(Re advertisement, those who applied before should re-apply)

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Provincial Office: KZN  
: Three (3) years tertiary qualification in Risk Management/ Internal Audit/ Forensic Investigation. Two (2) years functional experience in anti-fraud and corruption environment. Two (2) years supervisory experience. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Finance Management Act, Unemployment Insurance and Unemployment Insurance Contributions Act, 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, Basic Conditions of Employment Act, Public Service Act, COIDA. Skills: Planning Organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer Literacy, Presentation, Assertive, Attention to detail, Client focused, Organisational goal driven, Initiative, Dedicated, Responsiveness.

**DUTIES** : Combat fraud and corruption through investigations in the province to create an environment which is fraud and corruption free. Develop and ensure implementation of Risk Management and Anti-Fraud Strategy. Develop plans for Risk Assessments and conduct awareness campaigns. Monitor and implement controls to combat fraud and corruption. Conduct risk research and analysis. Manage all resources within the unit.

**ENQUIRIES APPLICATIONS** : Mr M Mangcotywa Tel: (031) 366 2186  
: Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede, Durban, 4000

**POST 40/12** : **ASSISTANT DIRECTOR: FINANCE REF NO: HR4/4/5/69**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Provincial Office: KZN  
: Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Accounting/ Financial Management/ Cost and Management Accounting/ Internal Audit. Four (4) years' experience of which two (2) years must be at Supervisory level and two (2) years functional experience in finance. Valid driver's License. Knowledge: Public Service Transformation and management issues, White Paper on transformation of Public Service, Public Service Act, Ability to convert policy into action, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele principles, Labour Relations and Collective Bargaining Systems, Minimum Information Security Standards. Skills: Administration and Finance Management, Verbal and written communication, Interpersonal relations, Ability to build high- performance teams, Computer literacy, Project management.

**DUTIES** : Manage the process of financial accounting to ensure compliance with all financial prescripts, PFMA, Treasury Regulations, etc. Manage user access to financial and personnel systems (BAS, Persal, Safety web, etc). Coordinate,

review, analyse the provincial budget and utilization of resources. Monitor the management of revenue, petty cash and debt in the province. Manage expenditure in the province. Manage all resources in the section.

**ENQUIRIES** : Mr M Mwelase Tel No: (031) 366 2316  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KZN

**POST 40/13** : **ASSISTANT DIRECTOR: TRADE CREDITORS REF NO: HR4/4/3/2/ASDTC/UIF**

**SALARY** : R424 104 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Accounting, Auditing, Business Information Systems and Economics at NQF Level 6 as recognized by SAQA. Four (4) years' experience of which one (1) year must be functional experience in Financial environment and three (3) years' at supervisory level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Financial Management Act (PFMA). Treasury Regulations. Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Relevant Financial Systems (Ax-One, BAS, etc). HR System (PERSAL). Financial systems. Skills: Accounting. Communication (verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.

**DUTIES** : Approve payment of internal and external creditors of the Fund. Facilitate the administration of petty cash EFT. Review the reconciliation of the sub-module against the general ledger. Verify and ensure processing of financial classification figures (salary). Manage resources (Human, Finance, Equipment, Assets) in the sub-directorate.

**ENQUIRIES** : Mr V Nefale Tel No: (012) 337 1470/  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**POST 40/14** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2/ASDIA/UIF (X2 POSTS)**

**SALARY** : R424 104 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three-year tertiary qualification in Internal Auditing/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Internal Audit environment. Two (2) years supervisor experience. Registered member with professional body e.g. Institute of Internal Auditors. Knowledge: Internal Audit and Methodology. Public Financial Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Conflict Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Unemployment Insurance Contributions Act (UICA). Auditor General Process and Procedures. Promotion of Access to information. Skills: Communication. Coordinating. Audit Techniques. Risk Assessment. Negotiation. Presentation. Problem Solving. Planning and Organizing. Policy analysis and Development. Computer Literacy. Management. Interpersonal. Report Writing. Analytical.

**DUTIES** : Facilitate audit engagement planning. Facilitate the review of controls on systems, assets and operations. Coordinate the evaluation of reliability and integrity of financial information. Coordinate the provision of three year rolling plan and implement it. Manage resources (Human, Financial, Equipment/ Assets) in the section.

**ENQUIRIES** : Mr KB Mahloko Tel No: (012) 337 1609  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**POST 40/15** : **SENIOR STATE ACCOUNTANT: BANK RECONCILIATIONS REF NO: HR4/4/3/2/SSABR/UIF (X2 POSTS)**

**SALARY** : R359 517 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Accounting / Auditing / Business Information Systems / Economics at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in the Finance environment. Knowledge: Financial delegations, processes and policies of UIF. Financial Management Principles and Financial Management Directives from the Treasury. Batho Pele Principles. Generally Recognised Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Skills: Communication (both verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and organizing. Analytical. Numeracy.

**DUTIES** : Render manual and electronic bank reconciliation services. Maintain bank accounts on general ledger. Identify unauthorised and fraudulent transactions on the bank statements. Render administrative support services.

**ENQUIRIES** : Ms MV Lefifi Tel No: (012) 337 1947  
**APPLICATIONS** : Chief Director: Corporate Services: 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, UIF

**POST 40/16** : **SENIOR PRACTITIONER: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/1/SPAFAC/UIF (X2 POSTS)**

**SALARY** : R359 517 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6) in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Forensic Investigation. Two (2) years functional experience in Anti- Fraud and Anti-Corruption/ Risk Management environment. Knowledge: Public Financial Management Act (PFMA). Fraud and Corruption Legislative Framework. Prevention of Organised Crime Act. Promotion of Access to Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Protected Disclosure Act. Public Service Act (PSA). Public Service Regulation (PSR). Labour Relations Act (LRA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Conflict Management. Analytical and Creativity. Time Management. Problem Solving. Presentation. Planning and organizing. Communication. Computer Literacy. Report writing.

**DUTIES** : Implement the departmental anti-fraud and anti-corruption strategies. Identify potential fraud and corruption risks and interventions to manage them under supervision of the Assistant Director. Conduct investigation of fraud and corruption business cases and propose measures to prevent them. Conduct fraud and corruption awareness campaigns. Supervise resources (Human Finance, Equipment/ Assets) in the section.

**ENQUIRIES** : Mr GS Phoshoko Tel No: (012) 337 1978  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**POST 40/17** : **TEAM LEADER (X3 POSTS)**

**SALARY** : R359 517 per annum  
**CENTRE** : Labour Centre: Modimolle Ref No: HR4/4/6/168 (X1 post)  
Labour Centre: Thohoyandou Ref No: HR4/4/6/167 (X1 Post)  
Labour Centre: Ficksburg Ref No: HR 4/4/8/862 (X1 Post)  
**REQUIREMENTS** : Three (3) year's National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF 7) in Labour Relations/Labour Law/LLB/BCOM Law. Two (2) year's functional experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Department policies and procedures, Employment Services Act, Labour Relation Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning, Organizing, Computer literacy, Interpersonal,



- Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Performance Management, Communication.
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of labour legislation, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary, including making preparations for and appearing in Court as a State witness. Plan, allocate and conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy campaigns on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management 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** : Ms JM Fope Tel No: (015) 290 1699/1694, Mr Makgobola MI Tel No: (015) 290 1664, Ms M Mabuda Tel No: (051) 933 2299
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700  
Or hand deliver at 42a Schoeman Street, Polokwane.  
Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300  
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
- POST 40/18** : **BCEA INSPECTOR REF NO: HR 4/4/10/02**
- SALARY** : R359 517 per annum  
**CENTRE** : Labour Centre: Rustenburg  
**REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB. Two (2) years functional experience in inspection and enforcement services. Valid driving license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Labour Relations Act, UI Contributions Act, Compensation for Occupational Injuries and Diseases Act, Employment Equity Act. Immigration Act, Basic Conditions of Employment Act, Skills: Planning organizing, Compute literacy, Leaders, Facilitation, Interpersonal, Problem solving, Interviewing, Presentation, Innovation, Analytical, Written and verbal communication.
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Sectoral Determination and the National Minimum Wage Act. Plan and execute investigations independently on reported cases pertaining to contravention of BCEA, SD and NMWA & Regulations and enforce as and when necessary. Plan and conduct structured advocacy on BCEA, SD and NMWA independently, and analyse impact thereof consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans execution.
- ENQUIRIES** : Mr. UT Qambata Tel No: (018) 387 8146  
**APPLICATIONS** : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
- POST 40/19** : **OHS INSPECTOR REF NO: HR4/4/10/300 (X2 POSTS)**
- SALARY** : R359 517 per annum  
**CENTRE** : Labour Centre: Graaff Reinet  
**REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification in Labour Relation/ B-Tech degree in Labour Relations/ LLB for BCEA or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering for OHS. A valid driver license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills,

		Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
<b><u>DUTIES</u></b>	:	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. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the 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.
<b><u>ENQUIRIES</u></b>	:	Mr S Mshumpela Tel No: (049) 892 2142
<b><u>APPLICATIONS</u></b>	:	63 Church Street, Graaff Reinet, 6280 Labour Centre Operations: P.O Box 342, Graaff Reinet, 6280
<b><u>POST 40/20</u></b>	:	<b><u>SENIOR PRACTITIONER: ACCOUNTS PAYABLE: BENEFICIARY SERVICES REF NO: HR 4/4/4/05/02</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Gauteng
<b><u>REQUIREMENTS</u></b>	:	Three (3) year Tertiary qualification (NQF level 6) in Accounting / Finance. Two (2) years' functional experience in accounts payable environment. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA). Public Financial Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA). Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Analytical, Numeracy, Planning and Organizing.
<b><u>DUTIES</u></b>	:	Provide support in the accounts payable process. Render accounting and administrative support. Conduct reconciliation of accounts. Implement the daily payment run. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
<b><u>ENQUIRIES</u></b>	:	Mr PP Godongwana, Tel: (011) 853 5059
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.
<b><u>POST 40/21</u></b>	:	<b><u>SUPERVISOR REGISTRATION SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R359 517 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Bethlehem Ref No: HR 4/4/8/868 (X1 Post) Labour Centre: Harrismith Ref No: HR 4/4/8/861 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) years qualification in Business Administration/ Management; Public Administration Management and Operations Management. Two (2) years' functional experience in registration services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele principles, Public Services Act, Public Services Regulations, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem Solving, Computer Literacy, Basic interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation, Analytical.
<b><u>DUTIES</u></b>	:	Monitor and oversee the help desk as the first point of the entry within the Registration Service. Oversee the employment service rendered to all clients. Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations, Monitor and analyse the applications 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.
<b><u>ENQUIRIES</u></b>	:	Ms T Moholi Tel No: (058) 303 5293 (Bethlehem) Ms T Mvelase Tel No: (058) 623 2977 (Harrismith)
<b><u>APPLICATIONS</u></b>	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

**POST 40/22** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

**SALARY** : R294 321 per annum  
**CENTRE** : Labour Centre: Durban Ref No:HR4/4/5/70 (X1 Post)  
Labour Centre: Kroonstad Ref No: HR 4/4/8/863 (X1 Post)

**REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation 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 organising (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 SA Mchunu, Tel: (031) 336 1500  
Mr S Malope Tel: (056) 215 1812

**APPLICATIONS** : Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 or hand deliver at Govt Buildings Masonic Grove, Durban.  
Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

**POST 40/23** : **OFFICE ADMINISTRATOR REF NO: HR4/4/3/1/OA/UIF**

**SALARY** : R294 321 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria

**REQUIREMENTS** : Three years' relevant qualification (NQF Level 6) in Office Administration / Secretarial / Office Management/ Administration/ Management Assistant. 1-2 years' functional experience in Office Administration environment. Knowledge: Public Service Regulations (PSR). Public Service Act (PSA). Departmental Policies and Procedures. Batho Pele principles. Administration procedures. Skills: Computer Literacy. Planning and Organising. Communications (both verbal and written). Interpersonal. Report writing. Time Management.

**DUTIES** : Provide secretarial service to the office of the Senior Manager. Render financial administration service to the office of the Senior Manager. Provide logistical support service to the office of the Senior Manager. Provide administrative support service to the office of the Senior Manager.

**ENQUIRIES** : Mr TI Maphatane Tel No: (012) 337 1827/1978

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**POST 40/24** : **INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES (X2 POSTS)**

**SALARY** : R241 485 per annum  
**CENTRE** : Labour Centre: Ref No: HR4/4/5/68 (X1 Post)  
Labour Centre: Lichtenburg Ref No: HR4/4/10/03 (X1 Post)

**REQUIREMENTS** : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, 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 SA Mchunu Tel No: (031) 336 1500  
Mr UT Qambata Tel No: (018) 387 8146

**APPLICATIONS** : Deputy Director: Durban Labour Centre, PO Box 10074, Durban, 4056 or hand deliver at Govt Buildings Masonic Grove, Durban.  
Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand delivery to 2<sup>nd</sup> Floor, Provident House, University Drive, Mmabatho.

**POST 40/25** : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES REF NO: HR4/4/5/73**

**SALARY** : R241 485 per annum  
**CENTRE** : Pietermaritzburg Labour Centre  
**REQUIREMENTS** : Grade 12/ Matric Certificate. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interviewing, Communication, Computer Literacy, Interpersonal skills, Telephone etiquette, Innovative/Creative, Client focused, Disciplined, self-motivated and Assertive.

**DUTIES** : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all 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 M September Tel No: (033) 341 5300  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: P/Bag 9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.

**POST 40/26** : **ADMINISTRATIVE CLERKS: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/5/51 (X2 POSTS)**

**SALARY** : R202 233 per annum  
**CENTRE** : Pinetown 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 Service to the Labour Centre(Daily). Render a Human Resource Management. Responsible for training and performance activities in a Labour Centre (Daily). Responsible for the records management in a Labour Centre (Daily).

**ENQUIRIES** : Mr SB Gwala Tel No: (031) 701 7740  
**APPLICATIONS** : Deputy Director: Pinetown Labour Centre PO Box 1025 Pinetown, 3610 or hand deliver to 49 Kings Road, Pinetown, 3610

**POST 40/27** : **REGISTRY CLERK: FINANCE AND OFFICE ADMINISTRATION REF NO: HR4/4/5/72 (X2 POSTS)**

**SALARY** : R202 233 per annum  
**CENTRE** : Provincial Office: KZN  
**REQUIREMENTS** : Grade 12/ Matriculation/ Senior Certificate. No experience required. Knowledge: National Archives guidelines and Record Management prescripts, Departmental policies and procedures, Batho Pele Principles, Departmental Registry Procedures and Public Finance Management. Skills: Communication skills, Interpersonal skills, Problem solving, Organizing skills and Computer skills.

**DUTIES** : Maintain the filing system within a Provincial Office according to the Archives & records management prescripts, handle all the correspondences for the

Provincial Office and maintain records thereof, Operate the franking machine and ensure availability of funds, render general administrative duties in the section including Procurement of stationery and equipment for the section and Clear suspense accounts and allocated accounts before month closure (monthly).

**ENQUIRIES** : Mr M Mwelase Tel No: (031) 366 2095  
**APPLICATIONS** : Deputy Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

**POST 40/28** : **ADMINISTRATION CLERK: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR4/4/3/1/ACAFAC/UIF**

**SALARY** : R202 233 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Grade 12 certificate. No experience required. Knowledge: Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Promotion of Access to Information Act (PAIA), Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA) Skills: Minutes writing. Report writing. Analytical and Creativity, Planning and Organizing. Computer Literacy. Communication. Time Management. Interpersonal.

**DUTIES** : Render administrative support services to the fraud and corruption investigation processes. Provide an effective case administration. Provide logistical arrangements in the Section.

**ENQUIRIES** : Mr GS Phoshoko Tel No: (012) 337 1978  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**POST 40/29** : **ADMINISTRATION CLERK: EMPLOYER / EMPLOYEE REGISTRATION REF NO: HR4/4/3/1/ACEER/UIF**

**SALARY** : R202 233 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Senior Certificate/ Grade 12 or equivalent. 0-6 months' experience. Knowledge: Batho Pele Principles. Service Charter. Skills: Communication. Listening. Time Management. Computer Literacy. Interpersonal. Analytical. Data Capturing.

**DUTIES** : Process the registration of employers. Process declaration forms of employees. Maintain employers' database. Provide general clerical support services within the section.

**ENQUIRIES** : Ms RSS Raseboya Tel No: (012) 337 1688  
**APPLICATIONS** : Chief Director: Corporate Services: 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, UIF

**POST 40/30** : **SENIOR ACCOUNTING CLERK: TRADE CREDITORS DEBIT ORDER EFT REF NO: HR 4/ 4/3/1/SACTCDOE/ UIF**

**SALARY** : R202 233 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Grade 12/ Matric, 0 to 6 months' experience. Knowledge: Public Finance Management Act (PFMA). Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Relevant Financial Systems (Ax-One, BAS, etc.). HR Systems (PERSAL). Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). Skills: Accounting. Communication. Computer Literacy Time Management. Interpersonal. Report Writing. Planning and Organising. Analytical. Creative. Financial Management. Accounting. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organising. Analytical. Creative. Financial Management.

**DUTIES** : Render the processing of invoices. Prepare and capture all payments that are fully authorized by the relevant signatories. Update and ensure clearing of

accounts, accruals & provisions and record expenses in the correct period. Compile all reconciliation on a monthly basis and report/investigate deviations from the norms Monitor all expense accounts on a monthly basis and report/investigate deviations from the norm.

**ENQUIRIES** : Ms CN Ntshinga Tel No: (012) 337 1734 1870  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

**POST 40/31** : **PROVISIONING ADMINISTRATIVE CLERK REF NO: HR 4/4/8/864**

**SALARY** : R202 233 per annum  
**CENTRE** : Provincial Office: Free State  
**REQUIREMENTS** : Matriculation/ Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or equivalent certificate. No experience required. Knowledge: Public Service Financial Management. LOGIS System. Preferential Procurement Policy Framework Act. Departmental policies and procedures. Skills: Client orientation and customer focus, Computer Literacy, Presentation, Analytical, Communication, Numeracy.

**DUTIES** : Provide contract and tender management support to be in line with developed relevant prescripts (Daily). Administer open and close tender processes in compliance with SCM policies and Treasury Regulations. Procure goods and services in line with relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Render assets management support to comply with Departmental policies.

**ENQUIRIES** : Ms N Tokwe Tel No: (051) 505 6204  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

**POST 40/32** : **OFFICE AID REF NO: HR4/4/10/04**

**SALARY** : R147 036 per annum  
**CENTRE** : Mafikeng Labour Centre  
**REQUIREMENTS** : Grade 8/10. Knowledge: Cleaning practices. Catering. Office Practice. Skills: Communication, Interpersonal relations.

**DUTIES** : Ensure a clean office environment at all times. Provide Food Service Aid. Assist in distributing stock. Assist with messenger functions.

**ENQUIRIES** : Mr. UT Qambata Tel No: (018) 387 8146  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

**POST 40/33** : **MESSENGER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/7/137**

**SALARY** : R147 036 per annum  
**CENTRE** : Mpumalanga Provincial Office  
**REQUIREMENTS** : Grade 10. No experience. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time Management, Conflict management, Planning and Organizing.

**DUTIES** : Provide messenger service within the Provincial Office. Handle administration of log sheets, fuel cards and fuel voucher of Subsidized vehicle.

**ENQUIRIES** : Ms. NE Mashibini Tel No: (013) 655 8700  
**APPLICATIONS** : Chief Director Provincial Operations: Private Bag X7263, Witbank, 1035 or hand deliver at Corner of Hoffmeyer and Beauty Avenue, Labour Building