

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.

<u>CLOSING DATE</u>	:	03 June 2024 at 16:00
<u>NOTE</u>	:	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. 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 POST

<u>POST 17/01</u>	:	<u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE GRADE 1) REF NO: HR 4/4/7/19</u>
<u>SALARY</u>	:	Grade 1: R307 473 – R362 187 per annum, (OSD) Grade 2: R375 480 –R442 296 per annum, (OSD) Grade 3: R451 533- R578 826 per annum, (OSD)
<u>CENTRE</u>	:	Emalahleni Labour Centre
<u>REQUIREMENTS</u>	:	Four (4) years nursing degree/three years' diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal/medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in Medical claims processing/insurance environment will be added advantage. Registration with the South African Nursing Council. Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years 'experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: DoI and Compensation Fund objectives and business function, Compensation Fund Services, Directorate and sub-directorate goal and performance requirements, nursing legislation and or related legal as well as ethical nursing practices, Compensation Fund Policies, procedures and processes, Stakeholder and customers, Customer Service (Batho Pele Principle), COIDA tariffs, technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical

<u>DUTIES</u>	:	Proficiency, Business writing, Required IT skills, Data capturing, Data records management, Telephone Skills and Etiquette.
	:	Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claim and OD medical accounts.
<u>ENQUIRIES</u>	:	Ms G Malatsi Tel No: (013) 653 3800/3845
<u>APPLICATIONS</u>	:	Deputy Director Labour Centre Operations: Private Bag X7293, Emalahleni, 1035 or hand deliver at 36 Mandela Street, Witbank,1035

PRESIDENTIAL YOUTH PROGRAMME YEAR 2024/2025

The Department would like to invite qualifying graduates to apply to participate in a Presidential Youth Programme. The Presidential Programme is meant to provide work exposure to graduates for a period of eight (8) months.

OTHER POST

<u>POST 17/02</u>	:	<u>DEPLOYMENT PROGRAMME: COUNSELLOR (X235 POSTS)</u>
<u>SALARY CENTRE</u>	:	R 7450.63 per month
	:	Provincial Office: Gauteng Ref No: HR4/24/06/01GP (X50 Posts)
	:	Provincial Office: KwaZulu-Natal Ref No: HR4/24/06/02KZN (X29 Posts)
	:	Provincial Office: Eastern Cape Ref No: HR4/24/06/03EC (X31 Posts)
	:	Provincial Office: Western Cape Ref No: HR4/24/06/04WC (X22 Posts)
	:	Provincial Office: Mpumalanga Ref No: HR4/24/06/05MP (X25 Posts)
	:	Provincial Office: North West Ref No: HR4/24/06/06NW (X20 Posts)
	:	Provincial Office: Northern Cape Ref No: HR4/24/06/07NC (X14 Posts)
	:	Provincial Office: Limpopo Ref No: HR4/24/06/08LP (X24 Posts)
	:	Provincial Office: Free State Reference No: HR4/24/06/09FS (X20 Posts)
<u>REQUIREMENTS</u>	:	Three (3) years relevant tertiary qualification majoring in Psychology or Industrial Psychology. (Registration with Health Professional Council of South Africa (HPCSA) as a Registered Counsellor (Independent Practice) or Psychometrics (Independent practice) will be an added advantage).
<u>DUTIES</u>	:	Render administrative support services to the Employment Counsellor. Conduct research on labour market needs and employment counselling best practices. Provide and implement recruitment and selection services. Network with stakeholders to verify quality of services rendered. Registration of work seekers.
<u>ENQUIRIES</u>	:	Mr V Mazibuko Tel No: (011) 853 0453 (GP) Mr. TB Gumede Tel No: (031) 3662130/ Mr. NX Ntshingila Tel No: (031) 366 2130 (KZN) Mr. N Mtna Tel No: (043) 701 3032/ Mr. S Joko Tel No: (043) 701 3030 (EC) Mr. Q Bowman Tel No: (021) 441 8120 (WC) Mr. M Nkotsoe Tel No: (013) 655 8805 (MP) Mr. MO Maluleke Tel No: (018) 387 8186 (NW) Ms. N Litheko Tel No: (053) 838 1632 (NC) Ms. MS Lebogo Tel No: (015) 290 1662 (LP) Mr. S Segalo/ Ndabuko Zulu Tel No: (051) 505 6206 (FS)
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg ,2000 Or hand deliver at: 77 De Korte Street, Braamfontein, Johannesburg, 2000 Chief Director: Provincial Operations: PO Box, 940 Durban, 4000. Or hand deliver at: 267 Anton Lembede Street, Royal Hotel Building, Durban, 4001. Chief Director: Provincial Operations: Private X9001, East London, 5200. Or hand deliver at: Laboria Building,03 Hill Street, East London CBD 5200. Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000. Or hand deliver at: 9 Long Street, Cnr Riebeeck and Long Street, Cape Town, 8000. Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035. Or hand deliver at: Labour Building, c/o Hoffmeyer and Beatty Avenue. Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. Chief Director: Provincial Operations: Private Bag X 5012, Kimberley 8300.Or hand deliver at: Laboria House. Corner Pniel and Compound Street, Kimberley. Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

Chief Director: Provincial Operations: PO. Box 522, Bloemfontein, 9300 Or hand deliver at: 43 Charlotte Maxeke Street, Laboria House, Bloemfontein, 9300.