ANNEXURE B

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 : 08 August 2025 at 16:00 (walk-in) and 00:00 (online)

NOTE : All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. 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 post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will 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. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. 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. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts's technical and generic requirements. 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 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. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used soley for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and

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 26/11 : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR 5/1/2/3/58**
Re-advertisement applicants who previously applied are encouraged to re-apply.

SALARY : R1 266 714 per annum, (all- inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 7) in Supply Chain Management/Economics/ Finance/ Financial Management. 5 years' functional experience at middle/senior management level in Supply Chain Management environment. Knowledge: Compensation Fund policies, policies, procedures and processes. Customer Service principles (Batho Pele Principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and financial Management. Understanding of supply chain management policies and procedures. Understanding of the White paper on the transformation of public services. Public Service Regulations (PSR). Public Service Act (PSA). COIDA. BBBEE and BBBEE codes. Generally Recognized Accounting practices (GRAP). Protection of Personal Information Act (POPI). Legislative requirements: PPPFMA (Preferential Procurement Policy Framework). Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial Management. Decision making and problem solving. Programme management. Environmental Awareness.
DUTIES : Develop and manage the demand and acquisition processes. Develop manage and maintain logistical information and supply chain management performance of the Fund. Provide effective movable assets and liability management services. Manage all resources of the Directorate.
ENQUIRIES : Ms F Fakir Tel No: (012) 406 5723
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
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 26/12 : **DIRECTOR: EMPLOYER SERVICES REF NO: HR 5/1/2/3/59**
Re-advertisement applicants who previously applied are encouraged to re-apply.

SALARY : R1 266 714 per annum, (all- inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 7) in Accounting/ Finance/ Business. 5 years' functional experience at middle/senior management level in underwriting group insurance or employer registration and assessment raising environment. Knowledge: Compensation Fund policies, policies, procedures and processes. Customer Service principles (Batho Pele Principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and financial Management. COIDA. Relevant Stakeholders. Technical knowledge. Extensive knowledge and understanding of Treasury Audits. Public Service Regulations Act. Public Service regulations. Public Service Act. Extensive knowledge of internal controls and auditing principles. Legislative requirements: COIDA. Constitution Act of SA. National Treasury Regulation. Public Finance Management Act (PPFMA). Promotion of Access to Information Act. Protection of Personal Information Act. Basic Conditions of Employment Act. Occupational Health and safety Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Strategic leadership. Technical Proficiency. Business Writing. Communication (verbal and written).

		Planning and organizing. Problem Solving and decision making. Analytical thinking. People Management and Empowerment. Client Orientation and Customer focus. Programme management. Environmental Awareness. Financial Management.
DUTIES	:	Manage and monitor the registration of employers in accordance with the COID Act. Manage and monitor the assessment of employers in accordance with the COID Act. Manage and monitor the employer compliance in accordance with the COID Act. Manage the operations Directorate. Manage resources within the Directorate.
ENQUIRIES	:	Ms F Fakir Tel No: (012) 406 5723
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
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 26/13	:	**DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/60** Re-advertisement applicants who previously applied are encouraged to re-apply.
SALARY	:	R1 266 714 per annum, (all- inclusive)
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	An Undergraduate qualification (NQF Level 7) in Medical Orthotics and Prosthetics as recognized by SAQA. Post Graduate Diploma in Occupational Health will be added advantage. Registration with HPCSA. 5 years' experience at a middle/ senior management level in a Medical Orthotics and Prosthetics environment. Knowledge: Relevant stakeholders. Compensation Fund Services. Customer Service (Batho Pele Principles). Fund Value. Required IT Knowledge. Fund IT Operating Systems. DPSA guidelines on COIDA. Technical Knowledge. General knowledge of Public Service Regulations. Public Service Act. Basic Conditions of Employment Act. Employment Equity Act. Occupational Health and Safety Act (OHA). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Legislative requirements: COID Act. National Health Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Fund IT Operating Systems. Programme and Project Management. Financial Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Communication. Work Ethic and Self-management. Risk Management and Corporate Governance. Medical Skills. Environmental Awareness.
DUTIES	:	Develop and design Prosthetic and Orthotic Policy, strategy and processes for the benefit of COIDA patients. Develop and design prosthetic and orthotic regulations for the benefits of COIDA patients. Manage, establish and maintain relationship and protocols with orthotics and prosthetics institution across the country. Manage, implement and monitor prosthetics devices. Manage the assistive devices request process. Manage the operations of the Directorate and resources (Human, Finance and Equipment).
ENQUIRIES	:	Ms F Fakir Tel No: (012) 406 5723
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
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 26/14	:	**DIRECTOR: MEDICAL BILLING AND CLINICAL CODING REF NO: HR 5/1/2/3/61**
SALARY	:	R1 266 714 per annum, (all- inclusive)
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	An Undergraduate qualification (NQF Level 7) in Accounting/ Finance/ Business Management or (Administration)/ Clinical Qualification/ Information Technology. 5 years' technical experience at middle / senior Management level in Health Insurance/ Medical Aid/ Medical Claims processing environment. Knowledge: Compensation Fund policies, procedures and processes.

		Technical knowledge. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Governance and Risk Management. Budgeting and Financial Management. COID procedures and processes. Biology and Medical anatomy. Legislative Requirements: COIDA. Medical Schemes Act. National Treasury Regulations. Public Finance Management Act (PFMA). White paper on transformation of public services. Skills: Technical proficiency. Communication (verbal and written). Managing inter-personal conflict. Change Management. Strategic planning. Financial Management. Project and programme management. Problem solving. People and Performance Management. Analytical thinking. Decision making. Team leadership. Negotiation.
DUTIES	:	Develop, review policies and procedures for medical Billing, Tariffs and Clinical Coding. Manage and monitor the administration of medical tariffs services. Oversee the administration of clinical coding services. Oversee the administration of Medical Billing procedures. Management of the resources in the Directorate.
ENQUIRIES	:	Ms F Fakir Tel No: (012) 406 5723
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund
NOTE	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

OTHER POSTS

POST 26/15	:	**DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/7/41**
SALARY	:	R1 059 105 per annum, (all-inclusive)
CENTRE	:	Labour Centre: Secunda, Mpumalanga
REQUIREMENTS	:	Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science (Developmental Studies, Social Work, Nursing Industrial Psychology/Psychology, Qualifications with Research Economics, and Statistics as major subjects), Engineering Science (Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering, Chemistry, Explosives Management, Explosives Engineering), Management, Public Management/Administration, Business Management/Administration, Operations Management, Project Management, Commerce (General), Administrative Information Management, Administrative Management, LLB/BCOM Law/BA Law/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations / services delivery environment. Valid Driver's Licence. 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, Service Delivery Plan. Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, Interpersonal, Conflict Management, Change Management, Diversity Management, Monitoring and Evaluation, Leadership and Project Management.
DUTIES	:	Manage the service delivery objectives as per the mandate of Department of Employment and Labour. Represent the Department in key stakeholder forums including interdepartmental structures of government and municipalities including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement plan. Manage all the resources of the Labour Centre.
ENQUIRIES	:	Rev MG Sibanyoni Tel No: (013) 655 8702
APPLICATIONS	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email: Jobs-SCU-DDLCO@LABOUR.gov.za Mkhondo Labour Centre
FOR ATTENTION	:	The Chief Director: Provincial Operations

POST 26/16	:	**DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/7/30**
SALARY	:	R1 059 105 per annum, (all- inclusive)
CENTRE	:	Provincial Office: Mmabatho, Northwest
REQUIREMENTS	:	Three (3) year tertiary qualification (National Diploma NQF6)/ (Undergraduate Bachelor Degree (NQF 7) in Operations Management/Operational Research/Public Management/ Business Administration/ Public Relations Administration/ Public Administration /Administration Management/ Finance. Valid driver's license. Five (5) years' experience of which three (3) must be functional experience in Unemployment Insurance Operations environment and two (2) years must be management experience. Knowledge: Public Service Regulation (PSR), Unemployment Insurance Fund and Contribution Act, Public Finance Management Act (PFMA), Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR). Skills: Leadership, Management, Report writing (Advance), Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.
DUTIES	:	Manage Employer Services functions in the province. Manage assessment, services and local appeals and complaints, Monitor the provision of Generals Support and Registry Services. Manage the provision of comprehensive financial administration in the province. Manage resources in the Sub-Directorate.
ENQUIRIES	:	Ms S Mhlongo Tel No: (018) 387 8100
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho or Email: Jobs-NW2@LABOUR.gov.za
POST 26/17	:	**DEPUTY DIRECTOR: RISK MANAGEMENT, FRAUD AND ANTICORRUPTION REF NO: HR4/4/7/51**
SALARY	:	R896 436 per annum, (all-inclusive)
CENTRE	:	Provincial Office: Mpumalanga
REQUIREMENTS	:	Three (3) year tertiary qualification (NQF6) in Risk Management/ Auditing or Accounting or Economics. Valid driver's licence. Two (2) years Management experience. Three (3) years functional experience in Risk Management/ Internal Audit. Knowledge: Public Finance Management Act and Treasury Regulations, Fraud and Corruption Legislative Framework, Internal Auditing, Risk Management and Corporate Governance, Prevention of Organized Crime Act, Promotion of Access to Information Act, Basic Conditions of Employment Act, Protected Disclosure Act, Labour Relations Act, Public Service Act Skills: Project Management, Analytical Skills, Communication Skills, Interpersonal Skills, Problem Solving Skills, Report Writing Skills, Computer Skills (Word, Excel, PowerPoint), Mentoring and Coaching.
DUTIES	:	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	:	Rev MG Sibanyoni Tel No: (013) 655 8702
APPLICATIONS	:	The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni Email: Jobs-MPU-RAIM@LABOUR.gov.za
FOR ATTENTION	:	The Chief Director: Provincial Operations.
POST 26/18	:	**DEPUTY DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/62**
SALARY	:	R896 436 per annum, (all- inclusive)
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three-year tertiary qualification (on NQF Level 6) in Business Administration/ Public Administration/ Project Management/ Development Studies/ Information Technology and certificate in Project Management. 5 years' functional experience in Managing projects of which 2 years is at junior management level, project governance and within PMO, PMU and/or EPMO environment. Knowledge: Compensation Fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies. Project management information technologies e.g. PMBOK, MS project etc. Application of research methodology. COIDA. Customer service (Batho Pele

		Principles). Technical knowledge. Quality management principles and processes. Public policy and framework. Legislative Requirements: Public finance Management Act (PFMA). Public service regulations Act. Public service regulations. Treasury regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. Skills: Strategic management. Programme and project management. Strong analytical skills. Financial management. Project monitoring and evaluation. Communication Skills (verbal and written). Conflict management. Decision making. Budgeting and Financial Management. Knowledge management. Continuous improvement. People and Performance Management. Diversity Management. Planning and organizing. Problem solving. Risk Management and Focus Governance. Change Management.
DUTIES	:	Manage the integration and delivery of priority projects and programmes for the Compensation Fund. Manage project deliverables in line with Fund and Legislative quality standards and expectations. Provide best practice development and implementation in all projects and programmes. Implement the strategic and operational plan of the strategic management and programme office. Manage finances and physical assets within the strategic management and programme office. Manage resources in the sub-directorate.
ENQUIRIES	:	Ms M Khosa at 066 478 0037
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
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 26/19	:	**DEPUTY DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/63**
SALARY	:	R896 436 per annum, (all -inclusive)
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three-year tertiary qualification (on NQF Level 6) in Risk Management and Internal Auditing/ Accounting/Accounting Science. 5 years' functional experience in risk or internal audit environment, of which both should be coupled with experience in improvement of the control environment. 2 of the 5 years should be at a supervisory level. Knowledge: Compensation Fund business strategies and goals. Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund value chain and business processes. Customer Service principles (Batho Pele Principles). Extensive knowledge and understanding of Treasury Audits. Corporate governance guidelines and the developments of polices and strategies. Risk assessment. Risk management and audit practices. Knowledge of investigation methods and techniques. Required information technology knowledge. Compensation Fund Information technology operating systems. DPSA guidelines on COIDA. Framework for risk governance. Risk management compliance. Risk management policies and procedures. Legislative Requirements: Public finance Management Act (PFMA). Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public service regulations. Treasury regulations. Supply chain management prescripts. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 (amended). Unemployment Insurance Act (UIA). LRA, EE Act, SDA & BCEA. Skills: Strategic leadership and capability. Excellent communication (verbal and written). Programme solving and analysis. Conflict management. Research analysis and methodology. Decision making Budgeting and Financial Management. People and performance Management. Developing others. Diversity Management.
DUTIES	:	Manage risk management services within the Fund. Manage the execution of risk assessments and profiling. Manage risk awareness, education and training programmes. Management of resources in the sub directorate.
ENQUIRIES	:	Ms K Nkabinde at 076 229 2252
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za

NOTE	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
POST 26/20	:	**DEPUTY DIRECTOR: STRATEGIC PROJECTS REF NO: HR4/4/3/2DDSP/UIF** (1 Year Contract)
SALARY	:	R896 436 per annum, (all-inclusive package)
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	A three (3) year tertiary qualification (NQF level 6) in Project Management / Business Administration Five (5) years' experience of which three (3) years must be functional experience in Project Management environment and two (2) years' experience at a managerial level. Knowledge: Project Management principles and methodologies. Project Management Information Systems (PMBOK, MS projects etc.). Application of research methodology. Quality management principles and processes. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA). Unemployment Insurance Contribution Act (UICA). Skills: Financial / Budget Management. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Project Management. Project monitoring and evaluation. Planning and Organizing. Analytical. Creative. Facilitation.
DUTIES	:	Manage the strategic projects within the Fund. Monitor the implementation of strategic projects within the Fund. Manage project deliverables in line with the Fund strategic objectives, quality standards and expectations, Monitor the project/programme quality management. Manage resources (Human, Finance, Equipment / Assets)
ENQUIRIES	:	Mr SW Nkosi Tel No: (012) 337 1962/ 1410
APPLICATIONS	:	Email: Jobs-UIF1@labour.gov.za, 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 26/21	:	**DEPUTY DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO: HR4/4/3/2DDOSS/UIF**
SALARY	:	R896 436 per annum, (all-inclusive package)
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification (NQF Level 6) as recognized by SAQA in Administration/ Public Management/ Public Administration/ Administrative Management/ Operations Management/ Business Administration/ Operations Research/ Finance. Five (5) years' experience of which two (2) years must be functional experience in operations environment and three (3) years' experience at Assistant Director level. Knowledge: Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report Writing. Planning and organizing.
DUTIES	:	Monitor and evaluate provincial operational performance. Develop and manage implementation of new operational policies and procedures. Manage operational services in provincial offices to manage consistency. Manage resources.
ENQUIRIES	:	Mr AP Ragavaloo Tel No: (012) 337 1882
APPLICATIONS	:	email: Jobs-UIF2@labour.gov.za, Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
NOTE	:	Coloured Males, Coloured Females, Indian Males, White Females, White Males and Persons with disabilities are encouraged to apply.
POST 26/22	:	**DEPUTY DIRECTOR: ACTUARIAL SERVICES REF NO: HR4/4/3/2/DDAS/UIF** (1 Year Contract) Re-advertisement
SALARY	:	R896 436 per annum, (all- inclusive)
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification in Actuarial Science at NQF Level 6 as recognised by SAQA. 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 Investment Cooperation Act (PICA). Reporting Standards. Generally, Recognizes Accounting Practices (GRAP). International Financial. Skills: Leadership. Management. Computer Literacy. Communication. 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 : email: Jobs-UIF4@labour.gov.za, 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 26/23 : **PSYCHOMETRIST/ REGISTERED COUNSELLOR REF NO: HR4/4/07/30**

SALARY : Grade 1: R712 599 - R789 489 per annum, (OSD)
Grade 2: R811 662 - R899 085 per annum, (OSD)
Grade 3: R916 437 - R1 014 705 per annum, (OSD)

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : B-Psych degree at (NQF7)/ Honours degree in Psychology/ Industrial Psychology at (NQF8). Minimum experience required for appointment of this post: Grade 1: 0 years' experience, Grade II: 8 years' experience, Grade III: 16 years' experience. Knowledge: International Labour Organization Conventions, Financial Management, Human Resource Management, Public Service Act, Skills Development Act, Unemployment Insurance Act, Health Professions Act, Employment Equity Act, COIDA, POPI Act. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Leadership, Networking.

DUTIES : Provide technical support to labour Centres for the delivery of Employment Counselling services. Facilitate the referral of work- seekers to relevant Employment Services and Active Labour Market Interventions. Co-ordinate the dissemination of Career and Labour Market information to Labour Centres. Establish and maintain relationships between Employment Counsellors and relevant organizations. Co-ordinate the administration of Psychometric Assessment, Supervise Administrative Personnel.

ENQUIRIES : Ms S Nkiwane Tel No: (018) 387 8100

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW6@LABOUR.gov.za

POST 26/24 : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) OSD REF NO: HR 4/ 4/3/2SLAO/UIF**
(1 Year Contract)
Re-advertisement

SALARY : R586 956 - R1 386 972 per annum, (OSD)

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A four (4) year tertiary qualification (NQF Level 8) in Law (LLB). At least eight (8) years' legal services experience. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law evidence. Constitutional Law. The Constitution of the Republic of South Africa. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Labour Relations Act (LRA). Litigation Procedures. Skills: Communication, Listening, Computer Literacy. Time Management. Report writing. Planning and Organising. Liaison. Diplomacy. Policy Development. Networking. Interviewing. Financial Management. Project Management. Strategic Planning. Negotiation.

DUTIES : Monitor the provision of professional legal advice and support in the Fund. Manage litigation for and on behalf of the Fund. Manage drafting of legal

		documents (legislation, policies, regulations, contracts, memorandum of understanding, service level agreements and other legal bidding documents etc.). Manage processing of sections for benefit applications. Monitor oversight of the Litigation Management. Manage resources (Human, Financial, Equipment/ Assets) in the sub-directorate.
ENQUIRIES	:	Adv. LD Mkhonto Tel No: (012) 337 1411/ 1775
APPLICATIONS	:	Email: Jobs-UIF5@labour.gov.za, 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 26/25	:	**PRINCIPAL INSPECTOR: MECHANICAL ENGINEERING REF NO: HR4/4/5/59**
SALARY	:	R582 444 per annum
CENTRE	:	Durban, KZN
REQUIREMENTS	:	Three (3) year National Diploma (NQF6)/ Undergraduate Bachelor Degree (NQF7) in Mechanical Engineering. Four (4) years functional experience in Health and Safety Inspections focusing on Mechanical Engineering. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, COIDA, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing skills, Presentation, Innovative, Analytical, Research, Project management.
DUTIES	:	Provide inputs into the development of Mechanical Engineering and ensure implementation of Policies and Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Mechanical Engineering regularly as per OHS programme. Conduct technical research on the latest trends of Mechanical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
ENQUIRIES	:	Mr SF Kubeka Tel No: (031) 366 2121
APPLICATIONS	:	Specialist OHS, KZN Provincial Office: PO Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, The Royal Hotel Building, Durban, 4001. For Online Applications: Jobs-KZN8@labour.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
POST 26/26	:	**PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/07/01** Re-advertisement: candidates who previously applied are encouraged to re-apply
SALARY	:	R582 444 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.
DUTIES	:	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.
ENQUIRIES	:	Ms P Phinithi Tel No: (018) 387 8100
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho or Email: Jobs-NW2@LABOUR.gov.za

POST 26/27	:	**ASSISTANT DIRECTOR: AUDIT COORDINATOR REF NO: HR4/4/3/2ASDAC/UIF** (1 Year Contract) Re-advertisement
SALARY	:	R468 459 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting. Four (4) years' experience of which two (2) years must be functional. experience in Internal Audit environment and two (2) years' experience at supervisory level. Knowledge: Auditor General Processes and Procedures, Internal Audit Manual and Methodology. Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations+ Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Skills: Communication skills, Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
DUTIES	:	Facilitate internal and external audit coordination. Coordinate requests from internal and external auditors. Facilitate the implementation of Audit Action Plans. Facilitate the implementation of PROBITY process. Manage resources (Human, Finance, Equipment / Assets.
ENQUIRIES	:	Mr SW Nkosi Tel No: (012) 337 1962
APPLICATIONS	:	Email: Jobs-UIF6@labour.gov.za, 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 26/28	:	**ASSISTANT DIRECTOR: EXCUTIVE SUPPORT REF NO: HR4/4/3/2ASDES/UIF** (1 Year Contract) Re-advertisement
SALARY	:	R468 459 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	A three (3) year tertiary qualification (NQF level 6) in Office Administration / Public Management / Public Administration. Four (4) years' experience of which two (2) years must be functional experience in executive support environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Protection of Personnel Information Act. Skills: Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation.
DUTIES	:	Coordinate response to Parliamentary Correspondence. Facilitate the implementation of the oversight structures resolutions. Provide secretariat support services. Manage resources (Human, Financial, Equipment / Assets).
ENQUIRIES	:	Mr SW Nkosi Tel No: (012) 337 1962
APPLICATIONS	:	Email: Jobs-UIF7@labour.gov.za, 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 26/29	:	**ASSISTANT DIRECTOR: LOSS CONTROL REF NO: HR4/4/3/2ASDLC/UIF** (1 Year Contract) Re-advertisement
SALARY	:	R468 459 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting/ Financial Management/ Risk Management. Four (4) years' experience of which two (2) years must be functional experience in Loss Control and compliance environment and two (2) years' experience at supervisory level. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act

(BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Standards of Generally Recognised Accounting Practice (GRAP). Standards of Generally Accepted Accounting Practice (GAAP). International Financial Reporting Standards (IFRS). Protected Disclosure Act. Financial Management Skills: Communication. Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation. Financial Management. Research. People Management.

DUTIES : Review policies and procedures regarding the treatment of irregular expenditure in line with the PFMA and Treasury Regulations. Facilitate the implementation of the Loss Control Framework. Conduct a determination test to establish the facts and losses. Manage resources (Human, Financial, Equipment/Assets).

ENQUIRIES : Mr SW Nkosi Tel No: (012) 337 1962

APPLICATIONS : Email: Jobs-UIF12@labour.gov.za, 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 26/30 : **ASSISTANT DIRECTOR: COMPLIANCE SUPPORT REF NO: HR4/4/3/2ASDCS/UIF**
(1 Year Contract)
Re-advertisement

SALARY : R468 459 per annum, plus 37% in lieu of benefits

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A three-year tertiary qualification (NQF level 6) in Internal Auditing / Audit / Accounting. Four (4) years' experience of which two (2) years must be functional experience in compliance environment and two (2) years' experience at supervisory level. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Public Service Act (PSA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Amended Act (UIA) Unemployment Insurance Contributions Act (UICA). Skills: Communication. Computer Literacy. Time Management Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.

DUTIES : Facilitate he implementation of the Compliance universe. Conduct the compliance risks assessments. Facilitate the implementation of the compliance plan. Review policies and procedures in line with the Compliance framework. Manage resources (Human, Financial, Equipment/Assets).

ENQUIRIES : Mr SW Nkosi Tel No: (012) 337 1962

APPLICATIONS : email: Jobs-UIF14@labour.gov.za, 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 26/31 : **ASSISTANT DIRECTOR: BUDGET REF NO: HR4/4/3/2ASDB/UIF**
(1 Year Contract)
Re-advertisement

SALARY : R468 459 per annum, plus 37% in lieu of benefits

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Three (3) year Tertiary Qualification (NQF level 6) in Accounting Sciences/Financial Management /Commerce. Four (4) years functional experience in financial management environment of which two (2) years must be at supervisory level. Knowledge: Public Finance Management Act (PFMA). National Treasury MTEF Guidelines. Public Service Regulations (PSR) Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). International Financial Reporting Standards (IFRS). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Financial Management. Communication. Computer literacy. Time Management. Report Writing. Planning and organizing. Analytical. Creative. Numeracy.

DUTIES : Facilitate budget process of the Fund. Coordinate budget governance and Compliance. Facilitate compilation of budgets reports. Facilitate compilation of external / Internal reports. Manage resources in the section.

ENQUIRIES : Ms MT Ramanyimi Tel No: (012) 337 1513

APPLICATIONS	:	email: Jobs-UIF15@labour.gov.za, 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 26/32	:	**ASSISTANT DIRECTOR: FRAUD INVESTIGATION & ANTI-CORRUPTION REF NO: HR4/4/7/03**
SALARY	:	R468 459 per annum
CENTRE	:	Mmabatho Provincial Office
REQUIREMENTS	:	Three (3) years tertiary qualification at NQF6 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	:	Ms B Matlhako Tel No: (018) 387 8100
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW@LABOUR.gov.za
POST 26/33	:	**ASSISTANT DIRECTOR: ENTERPRISE RISK MANAGEMENT REF NO: HR 5/1/2/3/64**
SALARY	:	R468 459 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Risk Management/ Internal Auditing/ Finance. 4 years' functional experience in risk or Internal audit/ Finance environment of which two (2) years is at senior practitioner level or equivalent level. Knowledge: Policy, Legislation & Regulations (Legislative Framework) knowledge & implementation. Insurance & medical aid policies (knowledge and application). Compensation Fund business strategies and goals. Extensive knowledge and understanding of Treasury Audits. Risk assessment. Knowledge of investigation methods and techniques. Required information technology knowledge. Compensation Fund information technology operating systems. COIDA. Risk management compliance. Framework for risk governance. Public Service Regulations. Legislative Requirements: Public Finance Management Act. Treasury Regulations. ISO Standards. King Code Governance. Skills: Legislation interpretation. Operational Risk Management. Policy and Framework Development. Incident Management. Policy Conceptualization and Formulation. Emerging risk. Quality Assurance and Improvement. Digital Acumen. Risk assessment. Risk sensing and scenario planning & analysis. Stakeholder Development and Management. Facilitation and presentation. Design of risk controls. Report writing and planning and organizing. Portfolio risk optimization. Problem solving and analysis. Conflict management. Decision making. People and performance management. Research analysis and methodology. Excellent communication (verbal and written).
DUTIES	:	Provide input to manage risk management services within the Fund. Facilitate risk assessment process and profiling to ensure effective risk and control identification. Coordinate risk awareness, education and training programmes. Management of resources.
ENQUIRIES	:	Mr MJ Raganya at 064 951 5145

APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
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 26/34	:	**ASSISTANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/64 (X2 POSTS)**
SALARY	:	R468 459 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three-year tertiary qualification (on NQF Level 6) in Accounting/ Finance/ Internal Audit/ Informatics/ Business Management/ Operations Management/ Public Administration/ Clinical Qualification. 4 years' functional experience in financial services/medical aid/ claims processing environment of which 2 years is supervisory experience. Knowledge: Compensation Fund business strategies and goals. Public Service regulations, policies and procedures. Compensation Fund value chain and business processes. COIDA, procedures and processes. Biology and medical anatomy. Customer Service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulations. Legislative Requirements: COIDA. PFMA and National Treasury Regulations. Skills: Data Analytics. Project Management. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Management. Problem Solving and Analysis. Accountability. People Management and Empowerment (including developing others). Client Orientation and Customer Focus. Communication. Risk Management and Corporate Governance.
DUTIES	:	Coordinate the finalization of medical invoices for Head Office and Provinces. Provide input in the development of policies and operational plans for Provinces. Monitor medical payments to prevent wasteful expenditure for Head Office and Provinces. Provide technical support to provincial offices and medical services providers. Management of all resources in the sub-directorate.
ENQUIRIES	:	Ms TJ Lekganyane at 066 471 6560
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
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 26/35	:	**ASSISTANT DIRECTOR: PROJECT REF NO: HR 5/1/2/3/65** Re-advertisement applicants who previously applied are encouraged to re-apply.
SALARY	:	R468 459 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Business Administration/ Project Management/ Developmental Studies/ Information Technology/ Public Administration. Project Management certificate will be an added advantage. 4 years' functional experience in project co-ordination. Knowledge: Compensation Fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies e.g. PMBOK. Project management information technologies e.g. MS project etc. Customer Service (Batho Pele Principles). Public policy and frameworks. Knowledge of relevant legislation (Occupational Health and Safety Act (OHS). Promotion of Access to Information Act, COIDA, PAJA, The constitution of RSA, Labour Relations Act, Employment Equity Act, Skills Development Act, Basic conditions of Employment Act, Public service Regulations, Public Service Act, Public finance Management Act (PFMA. Legislative Requirements: Public Finance Management Act and National Treasury Regulations. Skills: Project Coordination. Project Scope Management. Project Schedule Management. Project Stakeholder Management. Project Cost Management Budgeting Planning. Project Change

		Management. Project Communications Information Management. Project Reporting Management. Governance/ Monitoring and Assurance. Risk Management. Digital Acumen. Business Acumen. Project Quality Management. Project Management Governance. People Management. Communication.
DUTIES	:	Provide project/ programme support in terms of planning project activities and deliverables. Track project budget and expenditure. Co-ordinate project/ programme quality management. Assist in ensuring that best practice is implemented in all projects / programmes.
ENQUIRIES	:	Ms M Khosa at 066 478 0037
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
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 26/36	:	**ASSISTANT DIRECTOR: HUMAN RESOURCES MANAGEMENT (X8 POSTS)**
SALARY		R468 459 per annum
CENTRE	:	Provincial Office: Gauteng Ref No: HR 5/1/2/3/15 (X1 Post) Provincial Office: Kwa-Zulu Natal Ref No: HR 5/1/2/3/17 (X1 Post) Provincial Office: Eastern Cape Ref No: HR 5/1/2/3/18 (X1 Post) Provincial Office: Mpumalanga Ref No: HR 5/1/2/3/19 (X1 Post) Provincial Office: Limpopo Ref No: HR 5/1/2/3/20 (X1 Post) Provincial Office: Free State Ref No: HR 5/1/2/3/21 (X1 Post) Provincial Office: North West Ref No: HR 5/1/2/3/22 (X1 Post) Provincial Office: Northern Cape Ref No: HR 5/1/2/3/23 (X1 Post)
REQUIREMENTS	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Human Resource Management. 4 years' functional experience on Senior Practitioner level in Human Resource Management (Recruitment & Selection, Condition of Services, Performance Management and HRD) environment of which 2 years at a supervisory level. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Del and Compensation Fund business strategies and goals. COIDA. DPSA Directives. Customer Service Principles (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum information security standards (MISS). Protection of Personal Information Act (POPI). Legislative Requirement: Public Service Regulations. Public Service Act. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. People Management. Performance and Oversight. Programme/ Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholders Development & Relations. Data Gathering, Analysis. Data/ Record Management.
DUTIES	:	Co-ordinate Recruitment and selection processes for COIDA Services in the Province. Manage condition of services processes for COID Services in the Province. Coordinate and maintain PERSAL establishment for COID Services in the Province. Manage HR Records for COID Services in the Province. Coordinate HR audits and reconciliation for COID Service in the Province. Coordinate and implement workplace skills plan, developmental programs and PDM system for COID Service in the Province. Manage all resources in the Provincial HR Section for COID Service.
ENQUIRIES	:	Ms H Rampou at 082 758 7855 Mr TB Gumede Tel No: (031) 366 2355 Mr S Joko Tel No: (043) 701 3030 Rev MG Sibanyoni Tel No: (013) 655 8702 Ms S Lebogo at 082 885 8624 Mr S Segalo at 082 337 4551 Mr U Qambata at 082 414 8230 Ms N Litheko at 078 289 7151

APPLICATIONS	:	Chief Director: Provincial Operations, PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown. For online Applications Email to: Jobs-GP@labour.gov.za For Attention: Human Resource Management Gauteng Provincial Office. Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. Email to: Jobs-KZN8@labour.gov.za For Attention: Human Resource Management Kwa-Zulu Natal Provincial Office. Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC9@labour.gov.za For Attention: Human Resource Management Eastern Cape Provincial Office. The Chief Director: Provincial Operations, Private Bag x7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. Email to: Jobs-MPU-HRM@LABOUR.gov.za For Attention: Human Resource Management Mpumalanga Provincial Office. Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: Jobs-LP@labour.gov.za For Attention: Human Resource Management Limpopo Provincial Office. Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. Email to: jobs-fs10@LABOUR.gov.za For Attention: Human Resource Management Free State Provincial Office. Chief Director: Provincial Operations, Private Bag X 2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: Jobs-NW8@Labour.gov.za For Attention: Human Resource Management North West Provincial Office. Chief Director: Provincial Operations, Private Bag X 5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.
NOTE	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
POST 26/37	:	**SENIOR PRACTITIONER: EMPLOYER REGISTRATION REF NO: HR4/4/3/1SPER/UIF**
SALARY	:	R397 116 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	An undergraduate qualification in Public Administration/ Public Management/ Business Administration/ Financial Management/ Management/ Operations Management/ Administration Management at NQF Level 6 as recognized by SAQA. Two (2) years' experience functional experience in Operations Environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Operation Systems. Skills: Communication. Listening. People Management. Numeracy. Computer literacy. Time Management. Customer Relations. Analytical. Interpersonal. Report Writing. Planning and Organizing.
DUTIES	:	Render manual registration of employers and employees. Provide support in the manual declaration of employers. Maintain the employers and employee's database. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
ENQUIRIES	:	Mr SS Tanana Tel No: (012) 337 1828
APPLICATIONS	:	email: Jobs-UIF19@labour.gov.za, 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
NOTE	:	African Females, Coloured Males, Indian Males, Indian Males, White Males and Persons with disabilities are encouraged to apply.
POST 26/38	:	**SENIOR PRACTITIONER: PUBLICATIONS AND WEB DEVELOPER REF NO: HR4/4/3/1SPPWDR/UIF**
SALARY	:	R397 116 per annum
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	Three (3) year tertiary qualification (NQF Level 6) in Graphic design/ Multimedia, Communications, Public relations. Two (2) years' functional

		experience in Graphic design/ Multimedia, publications and web administration environment. Knowledge: Public Financial Management Act (PFMA). Promotion to Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Government Communication Information System (GCIS). Skills: Ability to work under pressure and meet deadlines. Branding principles. Problem solving. Presentation. Planning and organizing. Communication. Computer Literacy. Report writing. Driving. Interpersonal. Creativity. Search engine optimization techniques. Ability to work with HTML, Java Script, Net, data bases and Content Management Systems.
DUTIES	:	Design and layout Strategic documents. Compile content for internal communication platforms. Rendering production of UIF publications, audio visual material and photography.
ENQUIRIES	:	Mr SV Makhubo Tel No: (012) 337 1933
APPLICATIONS	:	email: Jobs-UIF22@labour.gov.za, 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
NOTE	:	African Females, Coloured Males, Indian Males, Indian Males, White Males and Persons with disabilities are encouraged to apply.
POST 26/39	:	**POST SENIOR STATE ACCOUNTANT BUDGET REF NO: HR4/4/3/1SSAB/UIF (X2 POSTS)** (1 Year Contract)
SALARY	:	R397 116 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	A three (3) year Tertiary Qualification (NQF Level 6) in Accounting Sciences/ Financial Management/ Commerce. Two (2) years functional experience in financial management environment. Knowledge: Public Finance Management Act (PFMA). National Treasury MTEF Guidelines. Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting principles (GRAP). International Financial Reporting Standards (IFRS). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Financial Management. Communication. Computer Literacy. Time Management. Report Writing. Planning and Organizing. Analytical. Creative. Numeracy.
DUTIES	:	Render effective budget process of the Fund. Provide budget governance and compliance. Prepare budget reports. Prepare external/ internal reports.
ENQUIRIES	:	Mr Ms T Ramanyimi Tel No: (012) 337 1726
APPLICATIONS	:	email: Jobs-UIF26@labour.gov.za, 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 26/40	:	**POST SENIOR PRACTITIONER: OPERATIONS SUPPORT SERVICES REF NO: HR4/4/3/1SPOSS/UIF (X2 POSTS)** (1 Year Contract)
SALARY	:	R397 116 per annum, plus 37% in lieu of benefits
CENTRE	:	Unemployment Insurance Fund, Pretoria
REQUIREMENTS	:	A three (3) year tertiary qualification (NQF Level 6) in Public Administration/Public Management. Two (2) years functional experience in Operations environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UIA). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Skills: Computer Literacy. Communication (verbal and written). Planning and Organizing. Time Management. Interpersonal. Listening. Report Writing. Analytical.
DUTIES	:	Provide support in Provincial operational performance. Implement operational policies and procedures. Supervise administration support services. Supervise resources (Human, Financial, Equipment/Assets) in the section.
ENQUIRIES	:	Mr AP Ragavaloo Tel No: (012) 337 1726
APPLICATIONS	:	email: Jobs-UIF27@labour.gov.za, 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 26/41	:	**SENIOR PRACTITIONER: RECRUITMENT AND SELECTION (X6 POSTS)**
SALARY	:	R397 116 per annum
CENTRE	:	Provincial Office: Western Cape Ref No: HR 5/1/2/3/24 (X1 Post) Provincial Office: Eastern Cape Ref No: HR 5/1/2/3/25 (X1 Post) Provincial Office: Limpopo Ref No: HR 5/1/2/3/26 (X1 Post) Provincial Office: Free State Ref No: HR 5/1/2/3/27 (X1 Post) Provincial Office: North West Ref No: HR 5/1/2/3/28 (X1 Post) Provincial Office: Northern Cape Ref No: HR 5/1/2/3/29 (X1 Post)
REQUIREMENTS	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Human Resource Management. 2 years' functional experience in Human Resource Management environment (Conditions of services, Recruitment and Selection) environment. Knowledge: Human Resource Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Del and Compensation Fund business strategies and goals. COIDA. DPSA Directives. Customers Service Principles (Batho Pele Principles). Technical knowledge. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Basic Conditions of Employment Act (PFMA). National Treasury regulations. Preferential procurement Policy Framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum information security standards (MISS). Protection of Personal Information Act (POPI). Legislative Requirement: Public Service Regulation. Public Service Act. Skills: Critical and Innovative Thinking. Inspire Commitment. Programme/ Project Management. Quality Assurance. Service Development & Relations. Data Gathering, Analysis. Data/ Record Management.
DUTIES	:	Conduct recruitment and selection processes for COID Services in the provinces. Develop the Database for filled and vacant posts for COID Services in the Province. Perform condition of service processes for COID Service in the Province. Administrate PERSAL establishment for COID service in the province. Keep safe all HR records for COID Service in the Province.
ENQUIRIES	:	Mr Q Bowman at 082 091 8902 Mr S Joko Tel No: (043) 701 3030 Ms S Lebogo at 082 885 8624 Mr S Segalo at 082 337 4551 Mr U Qambata at 082 414 8230 Ms N Litheko at 078 289 7151
APPLICATIONS	:	Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. Email to: Jobs-WC1@LABOUR.gov.za For Attention: Sub-directorate: Human Resources Management, Western Cape. Chief Director: Provincial Operations, No. 3 Hill Street. East London. Email to: Jobs-EC9@labour.gov.za For Attention: Human Resource Management Eastern Cape Provincial Office. Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Email to: Jobs-LP@labour.gov.za For Attention: Human Resource Management Limpopo Provincial Office. Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. Email to: jobs-fs10@LABOUR.gov.za For Attention: Human Resource Management Free State Provincial Office. Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: Jobs-NW8@Labour.gov.za For Attention: Human Resource Management North West Provincial Office Chief Director: Provincial Operations, Private Bag X 5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.
NOTE	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
POST 26/42	:	**SENIOR PRACTITIONER PERFORMANCE MANAGEMENT AND HUMAN RESOURCE DEVELOPMENT (HRD) (X9 POSTS)**
SALARY	:	R397 116 per annum

CENTRE	:	Gauteng Provincial Office Ref No: HR 5/1/2/3/30 (X1 Post) Provincial Office: Western Cape Ref No: HR 5/1/2/3/31 (X1 Post) Provincial Office: Kwa-Zulu Natal Ref No: HR 5/1/2/3/32 (X1 Post) Provincial Office: Eastern Cape Ref No: HR 5/1/2/3/33 (X1 Post) Provincial Office: Mpumalanga Ref No: HR 5/1/2/3/34 (X1 Post) Provincial Office: Limpopo Ref No: No: HR 5/1/2/3/35 (X1 Post) Provincial Office: Free State Ref No: HR 5/1/2/3/36 (X1 Post) Provincial Office: North West Ref No: HR 5/1/2/3/37 (X1 Post) Provincial Office: Northern Cape Ref No: HR 5/1/2/3/38 (X1 Post)
REQUIREMENTS	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Human Resources Management/Development. 2 years' functional experience in HRD and Performance Management environment. Knowledge: Performance Management Methodology, Principles and Strategies. Digital Acumen/ Relevant HRM Systems/ Learning Systems/ Performance Systems etc. Del and Compensation Fund business strategies and goals. Customer Service (Batho Pele Principles). Technical knowledge. Skills Development Act. Basic Conditions of Employment Act. Quality management and processes. Public policy and framework. PFMA and National Treasury Regulations. LRA, EE Act, SDA & BCEA. COIDA. DPSA Directives. Legislative Requirement: Public Service Act. Public Service Regulations. Skills: Data Gathering, Analysis. Data/Record Management. Research and Benchmarking. Project Management. Coaching and Mentoring. Conflict Management. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Skills development. Human Resource Planning Skills. Training and Development (HRD) Skills.
DUTIES	:	Implement bursary programs. Coordinate induction and orientation programs in the province. Implement human resource development programs and workplace skills plan for COID Service in the Provinces. Coordinate Performance Management and Development System for COID Service in the province.
ENQUIRIES	:	Ms H Rampou at 082 758 7855 Mr Q Bowman at 082 091 8902 Mr TB Gumede Tel No: (031) 366 2355 Mr S Joko Tel No: (043) 701 3030 Rev MG Sibanyoni Tel No: (013) 655 8702 Ms S Lebogo at 082 885 8624 Mr S Segalo at 082 337 4551 Mr U Qambata at 082 414 8230 Ms N Litheko at 078 289 7151
APPLICATIONS	:	Chief Director: Provincial Operations, PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown. For online Applications Email to: Jobs-GP@labour.gov.za For Attention: Human Resource Management Gauteng Provincial Office. Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town. For online Applications Email to: Jobs-WC1@LABOUR.gov.za For Attention: Sub-directorate: Human Resources Management, Western Cape. Chief Director: Provincial Operations, 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN8@labour.gov.za For Attention: Human Resource Management Kwa -Zulu Natal Provincial Office. Chief Director: Provincial Operations, No. 3 Hill Street. East London. For online Applications Email to: Jobs-EC9@labour.gov.za For Attention: Human Resource Management Eastern Cape Provincial Office. The Chief Director: Provincial Operations, Private Bag X7263, Emalahleni, 1035 or hand deliver at: Labour Building, Corner of Hofmeyer Street and Beatty Avenue, Emalahleni. For online Applications Email to: Jobs-MPU-HRM@LABOUR.gov.za For Attention: Human Resource Management Mpumalanga Provincial Office. Chief Director: Provincial Operations, Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. For online Applications Email to: Jobs-LP@labour.gov.za For Attention: Human Resource Management Limpopo Provincial Office. Chief Director: Provincial Operations, Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein, 9301. For online Applications Email to: jobs-fs10@LABOUR.gov.za For Attention: Human Resource Management Free State Provincial Office.

		Chief Director: Provincial Operations, Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. For online Applications Email to: Jobs-NW8@Labour.gov.za For Attention: Human Resource Management North West Provincial Office Chief Director: Provincial Operations, Private Bag X5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: Jobs-NCKIM@labour.gov.za For Attention: Human Resource Management Northern Cape Provincial Office.
NOTE	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
POST 26/43	:	**SAFETY OFFICER: EMPLOYEE HEALTH AND WELLNESS REF NO: HR 5/1/2/3/67**
SALARY	:	R397 116 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Undergraduate qualification (on NQF Level 6) as recognized by SAQA in Safety Management/ Environmental Science. A certificate in SAMTRAC will be an added advantage. 2 years' functional experience in Health and Safety environment. Knowledge: Regulatory knowledge, Law and Legislation. Occupational Health and Safety knowledge (including safety, Health, Environment and Quality-SHEQ). DEL and Compensation Fund business strategies and goals. Customer Service (Batho Pele Principle). Technical knowledge. Occupational Health and Safety Act (OHS). Disaster management Act. National Building regulation and building standards. DPSA guidelines on COIDA. PFMA and National Treasury Regulation. Promotion of Access to Information Act. PAJA. Constitution Act 108 of 1996 9ammended). LRA, EE Act, SDA & BCEA. Legislative Requirements: Public service regulations. Public service Act. Skills: Occupational health and safety knowledge. Data integrity and management. Wellness and healthcare benefits. Coaching Management. Conflict Management. Inspire Commitment. People Management. Performance and oversight. Quality Assurance. Monitoring and assurance. Research and Development.
DUTIES	:	Implement safety activities for the Fund. Provide support to Occupational Health and Safety structure. Identify potential hazards and investigate the incidents within the Fund. Conduct SHEQ (Safety, Health, Environment and Quality) Audits.
ENQUIRIES	:	Mr N Shirinda at 060 971 6373
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za
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 26/44	:	**SENIOR SYSTEM CONTROLLER: OPERATIONS REF NO: HR 5/1/2/3/68 (X3 POSTS)**
SALARY	:	R397 116 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three-year qualification (on NQF Level 6) in Information Systems/ Technology/ Informatics. 2 years' functional experience in Information systems. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. COIDA guidelines. Public Service Act (PSA). Legislative Requirements: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Diversity Management. Managing inter-personal conflict and resolving problems. Planning and organizing. Problem solving and decision making. Team leadership.
DUTIES	:	Administrate daily operations for the Operational System and provide support. Support, daily operations to users on the operational system. Ensure that all reports are available to Users on the operational system. Identify and address all problems relating to the operational management system.
ENQUIRIES	:	Ms CP Bates at 083 472 3238

APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za
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 26/45	:	**SENIOR PRACTITIONER: COMPLIANCE & ASSURANCE AUDITS REF NO: HR 5/1/2/3/69**
SALARY	:	R397 116 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three-year tertiary qualification (on NQF Level 6) in Internal Audit/ Accounting/ Cost and Management Accounting. Internal Audit Technician (IAT) – as added advantage. Internal Audit Technician- IAT as an added advantage. Institute of Internal Auditors. 2 years' functional experience in Assurance and Compliance Audits environment. Knowledge: Compensation Fund policies, procedures, processes. Internal audit standards. Compliance and assurance processes. International Professional Practice Framework. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirements: PFMA and National Treasury Regulations. 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. External Environmental Awareness.
DUTIES	:	Assist in planning Compliance and Assurance audit engagements. Conduct compliance and assurance audit engagements. Communicate Compliance and Assurance audit results. Follow up the implementation of Compliance and Assurance audit recommendations. Compile an audit file.
ENQUIRIES	:	Mr VR Nembudane at 067 424 6687
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za
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 26/46	:	**SENIOR ADMIN OFFICER: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/70**
SALARY	:	R397 116 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three-year qualification (on NQF Level 6) in Accounting/ Auditing/ Compliance Management. 2-year functional experience in employer assessment or revenue management or compliance management or health insurance environment. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customer. Customer service (Batho Pele Principles). COIDA. Public Service Act. Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Promotion of Access to Personal Information Act (PAIA). Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organization and facilitation. Data and records management. Telephone skills and Etiquette. Problem solving and decision making. Computer literacy.
DUTIES	:	Review various extras/requested data reports to identify possible non-compliant employers for profiling. Review identified possible non-compliant employers. Collaborate with the provinces in the conducting of employer compliance audit (proactive and reactive) in relation to COIDA. Conduct advocacy on employer compliance in relation to COIDA. Supervise staff.
ENQUIRIES	:	Mr TA Mukwevho at 064 887 4605
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za

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 26/47	:	**SENIOR STAKEHOLDER MANAGEMENT OFFICER REF NO: HR 5/1/2/3/71**
SALARY	:	R397 116 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Three-year qualification at NQF6 in Stakeholder Management/Public Relations/Project Management. 2 years' functional experience in stakeholder or public relations environment is required. Knowledge: Compensation Fund policies, procedures and processes. Customer service Principles (Batho Pele Principles). Government communication information system guidelines (Corporate Identity Guideline). Customer Relationship Management. Stakeholder liaison. Communication or Media liaison. Publication production and publishing environment. Technical knowledge. COIDA. Legislative Requirements: Public service Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement policy framework. Promotion of Access to Information Act. Minimum information security standard (MISS). Protection of personal information Act (POPI). Skills: Client orientation and customer focus. Communication (verbal and written). Problem solving and analysis. Planning and organizing. Decision making. Project Management. Computer literacy. Conflict management. Research skills. Analytical skills. Advertising. Events management.
DUTIES	:	Plan and coordinate CF events. Maintain good relationship with stakeholders. Attend to all stakeholder requests. Support the positive branding of the fund during stakeholder engagements.
ENQUIRIES	:	Mr P Thobakgale Tel No: (012) 319 9259
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za
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 26/48	:	**SENIOR ADMINISTRATION OFFICER: PES REF NO: HR4/4/7/44**
SALARY	:	R397 116 per annum
CENTRE	:	Mpumalanga Provincial Office
REQUIREMENTS	:	Three (3) years relevant tertiary qualification at NQF6 in Social Sciences (Psychology, Public/Business Administration). Two (2) years functional experience in Public Employment/Administration Services. Knowledge: ILO Conventions, PFMA, Human Resource Management and Skills Development. Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership and Networking.
DUTIES	:	Coordinate information for compilation of reports. Coordinate PES training processes to effect positive change on service delivery. Evaluate and monitor the implementation of employment services in the province. Provide administration support service within PES section. Manage the resources of the Sub-Section.
ENQUIRIES	:	Ms LL Shawe Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni Jobs-MPU-PES@LABOUR.gov.za
POST 26/49	:	**OHS INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/7/45**
SALARY	:	R397 116 per annum
CENTRE	:	Labour Centre: Middelburg
REQUIREMENTS	:	Senior Certificate plus three (3) year recognised qualification at NQF6 in the relevant field, ie. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. A valid driver's license. No experience required. Knowledge: Departmental policies and procedures. Occupational Health and Safety. Regulations (21). South African National Standards

(Codes). Compensation for Occupational Injuries and Diseases Act. Unemployment Insurance Act.

DUTIES : 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 legislations 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 court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspections plans and reports including, execution of analysis and compilations of consolidates statistical reports on regional and allocated cases.

ENQUIRIES : Mr T Milanzi Tel No: (013) 240 0236/0925/0727

APPLICATIONS : Deputy Director Labour Centre Operations: Private Bag X251833, Middelburg 1050, Emily Hobhouse Building 175 Cowen Nthuli Street, Middelburg. Email: Jobs-MDB-OHS@labour.gov.za

POST 26/50 : **TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/54**

SALARY : R397 116 per annum

CENTRE : Labour Centre: Ulundi (KZN)

REQUIREMENTS : Three (3) year tertiary qualification at NQF 6 in the relevant field, ie. Labour Relations / Labour Law / LLB/BCOM Law or Electrical / Mechanical Engineering / Environmental Health / Analytical Chemistry / Chemical Engineering/Civil & Construction Engineering/ Financial Management/ Auditing/Accounting. A Valid Driver's licence. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Departmental policies and procedures, Employment Service Act, Labour Relations 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 Management, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance Management, Communication skills.

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), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety Act (OHS), and UI Conditions Act (UCA). 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 Campaign on Labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors.

ENQUIRIES : Mr TJ Nkosi Tel No: (035) 879 8800

APPLICATIONS : Deputy Director: Ulundi Labour Centre, Private Bag X56, Ulundi, 3838 Or hand deliver at Unit A Wombe Street, Ulundi. For Online Application: Jobs-KZN3@labour.gov.za

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

POST 26/51 : **TEAM LEADER (X2 POSTS)**

SALARY : R397 116 per annum

CENTRE : Labour Centre: Christiana Ref No: HR4/4/07/04 (X1 Post)
Labour Centre: Brits Ref No: HR4/4/07/05 (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 : Mr. P. Motlhabane (Christiana Labour Centre) Tel No: (053) 441 9700
Mr. N. Mthembu (Brits Labour Centre) Tel No: (012) 252 3068

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW10@LABOUR.gov.za

POST 26/52 : **BCEA INSPECTOR REF NO: HR 4/4/07/06**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Mafikeng
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 : Ms M Barkel Tel No: (018) 381 1010
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW2@LABOUR.gov.za

POST 26/53 : **OHS INSPECTOR (X2 POSTS)**

SALARY : R397 116 per annum
CENTRE : Labour Centre: Christiana Ref No: HR4/4/07/07
Labour Centre: Klerksdorp Ref No: HR4/4/07/8

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.

DUTIES : 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.

ENQUIRIES : Mr P Motlhabane (Christiana Labour Centre Tel No: (053) 441 9700
Mr T Tegele (Klerksdorp Labour Centre) Tel No: (018) 464 8700

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW8@LABOUR.gov.za

POST 26/54 : **LEGAL ADMINISTRATION OFFICER (MR4) REF NO: HR4/4/3/2/LAO/UIF (X4 POSTS)**
(1 Year Contract)

SALARY : R388 392 – R444 075 per annum, (OSD)
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Four-year tertiary qualification (NQF Level 8) in Law LLB. Five (5) years' appropriate post qualifications legal experience. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Performance Audit Standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant Stakeholders. Batho Pele Principle. Public Financial Management Act (PFMA). Treasury Regulations. Public Service Regulations. Public Service Act (PSA). Promotion of Administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law of Evidence. Constitutional Law. The Constitution of the Republic of South Africa. Unemployment Insurance Contributions Act (UICA). Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Litigation Procedures. Skills: Time Management. Report Writing. Planning and Organizing. Liaison. Diplomacy. Policy Development. Report writing. Networking. Interviewing. Financial Management. Project Management. Strategic Planning. Negotiation.

DUTIES : Provide professional Legal advice and support to the Fund. Handle litigation for and on behalf of the Fund. Draft legal documents (legislation, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding. documents etc.) for the Fund. Provide support in processing the sections for Benefit Applications under supervision of Senior Legal Administration Officer. Conduct oversight of the Litigation Management.

ENQUIRIES : Ms TM Mokoena Tel No: (012) 337 1441
APPLICATIONS : Email: Jobs-UIF17@labour.gov.za, 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 26/55 : **INSPECTOR REF NO: HR4/4/5/57**

SALARY : R325 101 per annum
CENTRE : Labour Centre: Durban
REQUIREMENTS : Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. One (1) year functional experience in Inspection and Enforcement Services. Valid Driver's 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 No: (031) 336 1500

APPLICATIONS : Deputy Director: Durban Labour Centre, PO Box 10074, Durban 4056 Or hand deliver at Govt Buildings Masonic Grove, Durban. For online applications email Jobs-KZN27@labour.gov.za

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

POST 26/56 : **CHIEF SECURITY OFFICER REF NO: HR4/4/5/50**

SALARY : R325 101 per annum

CENTRE : Durban, KZN

REQUIREMENTS : Three (3) years relevant tertiary qualification at NQF6 in Security / Risk Management. One (1) year functional experience in the Security Services. PSIRA (Minimum Grade). Knowledge: Protection of Information Act, Promotion of Access to Information Act, Access to Public Premises and Vehicle Act, Knowledge of Physical security, Personnel and Document security, Communication security, IT Security, Security investigation. Skills: Leadership skills, Good written and verbal communication, Conflict management, Interpersonal, Investigative analysis, Assertive, Innovative, Client focused, Positive attitude, Patient.

DUTIES : Monitor access control within designated buildings. Implement Physical Security Plan. Implement Information and Personnel Security Plan. Manage contingency plan. Supervise security staff.

ENQUIRIES : Mr SA Mchunu Tel No: (031) 336 1500

APPLICATIONS : Deputy Director: Provincial Operations, P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban. For online applications e-mail Jobs-KZN17@labour.gov.za

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

POST 26/57 : **MEDICAL CASE COORDINATOR: PROFESSIONAL NURSE (GRADE 1-3) REF NO: HR4/4/07/11**
Re-advertisement applicants who previously applied are encouraged to re-apply

SALARY : Grade 1: R324 384– R382 107 per annum, (OSD)
Grade 2: R396 132 – R466 623 per annum, (OSD)
Grade 3: R476 367 – R610 662 per annum, (OSD)

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : 4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: **Grade 1**: 2-9 years' experience gained after registration, **Grade 2**: 10-19 years' experience gained after registration & **Grade 3**: 20 years above experience gained after registration. Experience in medical claims processing/ insurance 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, stakeholders and customers, customers service (Batho Principles), COIDA tariffs, technical knowledge,

PFMA and National Treasury Regulations, Public Service Act, COID Act, National Health Act, Health Act, Nursing legislation, Allied Health Professions Act, Rehabilitation framework & policy, Skill Development Act, Integrated National Disability Strategy (INDS), Occupational Health and Safety Act (OHS), Promotion of equality and prevention of unfair discrimination Act. Skills: Rehabilitation, analytical, business, financial management, knowledge management, planning and organizing, problem solving and analysis, decision making, client orientation and customer focus.

DUTIES : Coordinate early rehabilitation interventions according to beneficiaries needs, provide early rehabilitation intervention according to beneficiaries' needs, facilitate early to work and community re-integration programmes, maintain relationships and empower all internal and external stakeholders.

ENQUIRIES : Ms T. Esiang Tel No: (018) 387 8100

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW1@LABOUR.gov.za

POST 26/58 : **MEDICAL CASE ADJUDICATOR: PROFESSIONAL NURSE, GRADE 1-3 (X2 POSTS)**

SALARY : Grade 1: R324 384 – R382 107 per annum, (OSD)
Grade 2: R396 132 – R466 623 per annum, (OSD)
Grade 3: R476 367 – R610 662 per annum, (OSD)

CENTRE : Labour Centre: Klerksdorp Ref No. HR4/4/07/09 (X1 Post)
Provincial Office: Mmabatho Ref No. HR4/4/07/10 (X1 Post)

REQUIREMENTS : 4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: **Grade 1:** 2-9 years' experience gained after registration, **Grade 2**: 10-19 years' experience gained after registration & **Grade 3**: 20 years above experience gained after registration. Experience in medical claims processing/ insurance 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, stakeholders and customers, customers service (Batho Principles), COIDA tariffs, technical knowledge, PFMA and National Treasury Regulations, Public Service Act, COID Act, Occupational Health and Safety Act (OHS). Skills: Required technical proficiency, business writing, required IT skills, data, capturing, data and records management, telephone skills and etiquette.

DUTIES : Provide advice and recommendation in the acceptance of liability, recommend the approval of medical accounts, provide medical advice on the processing of occupational injury claims, determine PD (permanent disability) and TTD (total temporary disability), assess medical accounts on occupational injury claims and OD medical accounts.

ENQUIRIES : Ms T Esiang Tel No: (018) 387 8100 (Mmabatho)
Mr T Tegele Tel No: (018) 464 8700 (Klerksdorp)

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW1@LABOUR.gov.za

POST 26/59 : **ADMINISTRATIVE OFFICER: LMIS&P REF NO: HR 4/4/07/12**

SALARY : R325 101 per annum

CENTRE : Mmabatho Provincial Office

REQUIREMENTS : Three (3) year tertiary qualification at NQF6 in Social Science/Economics/Statistics. Valid driving license. Knowledge: Departmental policies and procedures, Batho Pele Principles, Group Dynamics, Project Management, COIDA, SDA, SDLA, LRA, EEA, BCEA, OHSA, UIA. Skills: Analytical, Assertiveness, Communication, Interpersonal, Innovative, Creative and Leadership, Management, Planning Organisation, Map reading, Performance Management System, Team Management, Fieldwork data collection.

DUTIES : Collect and collate information on the provincial labour supply and demand and to monitor and evaluate the skills gap as per the government intervention programs. Administer provincial data warehouse system for the purpose of producing provincial quality data. Provide support to the provincial resource centre/library activities and procure new books when required. Provide provincial statistical time-series data for future departmental planning of indicators. Manage all the resources of the division.

ENQUIRIES : Ms G Setzin Tel No: (018) 387 8100

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW3@LABOUR.gov.za

POST 26/60 : **BCEA INSPECTOR (X4 POSTS)**

SALARY : R269 499 per annum

CENTRE : Labour Centre: Secunda Ref No: HR4/4/7/43 (X1 Post)
Labour Centre: Christiana Ref No: HR4/4/07/13 (X2 Posts)
Labour Centre: Mogwase Ref No: HR4/4/07/14 (X1 Post)

REQUIREMENTS : Three (3) years relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. No experience required. Valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act and Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organising (Own work), Computing (Spread sheet, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills and Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigation 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 plan, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr S Ndimande Tel No: (017) 631 2585/2652/2672 (Secunda)
Mr P Motlhabane Tel No: (053) 441 9700 (Christiana)
Mr B Molefe Tel No: (014) 555 5693 (Mogwase)

APPLICATIONS : ACTING Deputy Director Labour Centre Operations: Private Bag X9057 Secunda 2302, 4 Waterson Street, Sunset park, Secunda. EMAIL: Jobs-SCU-INSPT@LABOUR.gov.za
Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW7@LABOUR.gov.za

POST 26/61 : **CLIENT SERVICE OFFICER: CUSTOMER SERVICES (X84 POSTS)**

SALARY : R269 499 per annum

CENTRE : Labour Centre: Butterworth but stationed at Centane Satellite Office Ref No: HR4/4/6/01 (X1 Post)
Labour Centre: Butterworth but stationed at Idutywa Satellite Office Ref No: HR4/4/6/02 (X2 Posts)
Labour Centre: Butterworth but stationed at Nqamakwe Satellite Office Ref No: HR4/4/6/03 (X1 Post)
Labour Centre: Butterworth but stationed at Tsomo Satellite Office Ref No: HR4/4/ 6/04 (X1 Post)
Labour Centre: Butterworth but stationed at Willowavale Satellite Office Ref No: HR4/4/ 6/05 (X1 Post)
Labour Centre: Cradock Ref No: HR4/4/6/07 (X2 Posts)
Labour Centre: Cradock but stationed at Somerset East Satellite Office Ref No: HR4/4/6/08 (X2 Posts)
Labour Centre: East London but stationed at EL IDZ Satellite Office Ref No: HR4/4/8/09 (X3 Posts)
Labour Centre: eMaxesibeni but stationed at Matatiele Satellite Office Ref No: HR/4/4/06/10 (X3 Posts)
Labour Centre: eMaxesibeni but stationed at Mount Frere Satellite Office Ref No: HR/4/4/6/11 (X3 Posts)

Labour Centre: eMaxesibeni but stationed at Ntabankulu Satellite Office Ref No: HR/4/4/6/12 (X1 Post)
Labour Centre: Fort Beaufort but stationed at Adelaide Satellite Office Ref No: HR/4/4/6/13 (X1 Post)
Labour Centre: Fort Beaufort but stationed at Alice Satellite Office Ref No: HR/4/4/6/14 (X1 Post)
Labour Centre: Graaf-Reinet but stationed at Middelburg Satellite Office Ref No: HR/4/4/6/14 (X1 Post)
Labour Centre: Graaf-Reinet but stationed at Willowmore Satellite Office Ref No: HR/4/4/6/15 (X1 Post)
Labour Centre: Kariega but stationed at Joubertina Satellite Office Ref No: HR/4/4/6/16 (X1 Post)
Labour Centre: Kariega but stationed at Louterwater Satellite Office Ref No: HR/4/4/6/17 (X1 Post)
Labour Centre: Kariega but stationed at Misgund Satellite Office Ref No: HR/4/4/6/18 (X1 Post)
Labour Centre: Kariega but stationed at Hankey Satellite Office Ref No: HR/4/4/6/19 (X1 Post)
Labour Centre: Kariega but stationed at Patensie Satellite Office Ref No: HR/4/4/6/20 (X2 Posts)
Labour Centre: Kariega but stationed at Jeffreysbay Satellite Office Ref No: HR/4/4/6/21 (X2 Posts)
Labour Centre: Kariega but stationed at Humansdop Satellite Office Ref No: HR/4/4/6/22 (X4 Posts)
Labour Centre: Komani but stationed at Cala Satellite Office Ref No: HR/4/4/6/23 (X1 Post)
Labour Centre: Komani but stationed at Cofimvaba Satellite Office Ref No: HR/4/4/6/24 (X2 Posts)
Labour Centre: Komani but stationed at Lady Frere Satellite Office Ref No: HR/4/4/6/25 (X1 Post)
Labour Centre: Komani but stationed at Whittlesea Satellite Office Ref No: HR/4/4/6/26 (X1 Post)
Labour Centre: Lusikisiki but stationed at Bizana Satellite Office Ref No: HR/4/4/6/27 (X4 Posts)
Labour Centre: Lusikisiki but stationed at Flagstaff Satellite Office Ref No: HR/4/4/6/28 (X3 Posts)
Labour Centre: Lusikisiki but stationed at Port St Johns Satellite Office Ref No: HR/4/4/6/29 (X2 Posts)
Makhanda Labour Centre Ref No: HR4/4/6/30 (X1 Post)
Labour Centre: Makhanda but stationed at Port Alfred Satellite Office Ref No: HR/4/4/6/31 (X2 Posts)
Labour Centre: Maletswai but stationed at Barkly East Satellite Office Ref No: HR/4/4/6/32 (X1 Post)
Labour Centre: Maletswai but stationed at Sterkspruit Satellite Office Ref No: HR/4/4/6/33 (X2 Posts)
Labour Centre Mdantsane Ref No: HR4/4/6/34 (X3 Posts)
Labour Centre: Mdantsane but stationed at High Way Satellite Office Ref No: HR/4/4/6/35 (X3 Posts)
Labour Centre: Mdantsane but stationed at Berlin Satellite Office Ref No: HR/4/4/6/36 (X1 Post)
Labour Centre: Mthatha but stationed at Mqanduli Satellite Office Ref No: HR/4/4/6/37 (X6 Posts)
Labour Centre: Mthatha but stationed at Libode Satellite Office Ref No: HR/4/4/6/38 (X2 Posts)
Labour Centre: Mthatha but stationed at Nqeleni Satellite Office Ref No: HR/4/4/6/39 (X2 Posts)
Labour Centre: Nqanqarhu but stationed at Elliot Satellite Office Ref No: HR/4/4/6/40 (X2 Posts)
Labour Centre: Nqanqarhu but stationed at Mount Fletcher Satellite Office Ref No: HR/4/4/6/41 (X2 Posts)
Labour Centre: Nqanqarhu but stationed at Tsolo Satellite Office Ref No: HR/4/4/6/42 (X2 Posts)
Labour Centre: Nqanqarhu but stationed at Ugie Satellite Office Ref No: HR/4/4/6/43 (X1 Post)
Labour Centre: Qonce but stationed at Sutterheim Satellite Office Ref No: HR/4/4/6/44 (X2 Posts)

Labour Centre: Qonce but stationed at Peddie Satellite Office Ref No: HR/4/4/6/45 (X2 Posts)

REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Department of Labour and UIF Policies and Procedures, Treasury Regulations, UIF's Vision, Mission and Values, Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer Literacy, Communication (verbal and written), Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical and On job training (operational systems).

DUTIES : Provide screening services. Process applications for UIF Benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES : Ms N Getyeza Tel No: (047) 491 0656
Ms L Nongena Tel No: (039) 254 7201
Mr T Mgudane Tel No: (046) 645 7700
Ms N Mkonto Tel No: (048) 881 3010
Mr S Mshumpela Tel No: (049) 892 2142
Mr M Njamela Tel No: (043) 702 7500
Ms W Koba Tel No: (041) 995 7047
Mr L Mduduma Tel No: (043) 285 0403
Ms S Zaula Tel No: (047) 501 5600
Mr S Thambo Tel No: (045) 807 5477
Ms W Koba Tel No: (041) 995 7047
Ms N Ntlokwana Tel No: (046) 622 2104
Ms N Mtwa Tel No: (039) 253 1996
Ms N Mvanyashe Tel No: (045) 932 1077
Mr R Mbali Tel No: (051) 633 2633
Mr Mbande Tel No: (043) 718 8380

APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X3081, Butterworth, 4960, Hand deliver at ERF 9369 Blyth and Robison Streets, Butterworth, 4960. Email: Jobs-ECBTW@Labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street, emaXesibeni, 4735. Email: Jobs-ECMTA@Labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X530, Fort Beaufort, 4735, Hand deliver at No 528 Alice Road Old, Teba Building, Fort Beaufort, 5720. Email: Jobs-ECFOB@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 38, Cradock, 5880, Hand deliver at 73 Frere Street Centre Cradock, 5880. Email: Jobs-ECCRD@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 342 Graaf-Reinet, 6280, Hand deliver at 63 Church Street Graaf-Reinet, 6280. Email: Jobs-ECGRN@Labour.gov.za
Deputy Director: Labour Centre Operations, IG Building Ensuco House NR Hill and Church Streets, East London, 5201. Email: Jobs –ECELN@Labour.gov.za
Deputy Director: Labour Centre Operations, 15A Chase Street, Kariega, 6230. Email Jobs- ECUHG@Labour.gov.za
Deputy Director: Labour Centre Operations, Mzaule Street NU1 Mdantsane, 5219. Email: Jobs –ECMDS@Labour.gov.za
Deputy Director: Labour Centre Operations Manpower Building CNR Elliot and Madeira Streets, Umthatha. Email Jobs–ECUTT@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road Komani, 5320. Email: Jobs-ECQTN@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box X 342 Makhanda, 6140, Hand deliver at 20 High Street Makhanda, 6140. Email: Jobs-ECGTN@Labour.gov.za
Deputy Director: Labour Centre Operations, Private Bag X1002 Lusikisiki, 4820, Hand deliver at Stanford and Jacaranda Streets Lusikisiki 4820. Email: Jobs-ECLSS@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 397 Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-ECMCR@Labour.gov.za

Deputy Director: Labour Centre Operations, PO Box X 148 Maletswai, 9750, Hand deliver at 80b Somerset Street Maletswai, 9750. Email: Jobs-ECALN@Labour.gov.za
Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce 5600. Email: Jobs-ECKWT@Labour.gov.za
For Attention: Deputy Director: Labour Centre Operations

POST 26/62 : **UIF CLAIMS OFFICER: PAYMASTER REF NO HR4/4/7/51 (X68 POSTS)**

SALARY : R269 499 per annum
CENTRE : Labour Centre: Barberton (X2 Posts)
Labour Centre: Bethal (2X Posts)
Labour Centre: Morganzon Satellite (X2 Posts)
Labour Centre: Carolina (X2 Posts)
Labour Centre: Badplaas Satellite (X2 Posts)
Labour Centre: Eerstehoek (X2 Posts)
Labour Centre: Ermelo (X2 Posts)
Labour Centre: Breyton Satellite (X2 Posts)
Labour Centre: Lothair Satellite (X2 Posts)
Labour Centre: Malelane (X1 Post)
Labour Centre: Komatipoort Satellite (X2 Posts)
Labour Centre: KwaMhlanga (X2 Posts)
Labour Centre: Mbibane satellite (X2 Posts)
Labour Centre: Mdutjana Satellite (X1 post)
Labour Centre: Mokobola Satellite (X2 Posts)
Labour Centre: Siyabuswa Satellite (X2 Posts)
Labour Centre: Mashishing Ref No: (X2 Posts)
Labour Centre: Waterval Boven Satellite (X2 Posts)
Labour Centre: Belfast Satellite (X2 Posts)
Labour Centre: Hendrina Satellite (X2 Posts)
Labour Centre: Machadodorp Satellite (X2 Posts)
Labour Centre: Hazy view Satellite (X2 Posts)
Labour Centre: White river Satellite (X2 Posts)
Labour Centre: Mkhondo (X2 Posts)
Labour Centre: Amersfoort Satellite (X2 posts)
Labour Centre: Volkrust (X2 Posts)
Labour Centre: Sabie (X2 Posts)
Labour Centre: Graskop Satellite (X2 Posts)
Labour Centre: Casteel Satellite (X2 posts)
Labour Centre: Secunda (X1 Post)
Labour Centre: Leandra Satellite (X2 Posts)
Labour Centre: Standerton (X2 Posts)
Labour Centre: Balfour (X2 Posts)
Labour Centre: Delmas Satellite (X2 Posts)
Labour Centre: Ogies Satellite (X2 Posts)
Labour Centre: Ga-Nala Satellite (X1 Post)

REQUIREMENTS : Matriculation/Grade 12/Senior Certificate .Experience: 0-6 Months Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).

DUTIES : Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES : Ms E Baholo Tel No: (013) 655 8700

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MPU-PAYM@LABOUR.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Mpumalanga.

POST 26/63 : **UI CLAIMS OFFICER: ASSESSMENT REF NO: HR4/4/7/52 (X72 POSTS)**

SALARY : R269 499 per annum

CENTRE : Labour Centre: Barberton (X2 Posts)
Labour Centre Bethal (X1 Post)
Labour Centre: Morganzon Satellite (X2 Posts)
Labour Centre: Carolina (X3 Posts)
Labour Centre: Badplaas Satellite (X2 Posts)
Labour Centre: Eerstehoek (X3 Posts)
Labour Centre: Ermelo (X2 Posts)
Labour Centre: Breyton Satellite (X2 Posts)
Labour Centre: Lothair Satellite (X2 Posts)
Labour Centre: Malelane (X2 Posts)
Labour Centre: Komatipoort Satellite (X2 Posts)
Labour Centre: KwaMhlanga (X1 Post)
Labour Centre: Mbibane satellite (X2 Posts)
Labour Centre: Mdutjana Satellite (X2 Posts)
Labour Centre: Mokobola Satellite (X2 Posts)
Labour Centre: Siyabuswa (X2 Posts)
Labour Centre: Mashishing (X2 Posts)
Labour Centre: Mbombela (X1 Post)
Labour Centre: Middelburg Office (X1 post)
Labour Centre: Machadodorp Satellite (X2 Posts)
Labour Centre: Hazyview 145 (X2 Posts)
Labour Centre: White river Satellite (X2 Posts)
Labour Centre: Mkhondo (X2 Posts)
Labour Centre: Amersfoort Satellite (X2 Posts)
Labour Centre: Volkrust (X3 Posts)
Labour Centre: Sabie (X2 Posts)
Labour Centre: Graskop Satellite (X2 Posts)
Labour Centre: Casteel Satellite (X2 posts)
Labour Centre: Secunda (X2 Posts)
Labour Centre: Leandra Satellite (X2 Posts)
Labour Centre: Standerton (X2 Posts)
Labour Centre: Balfour (X2 Posts)
Labour Centre: Delmas Satellite (X2 Posts)
Labour Centre: Ga-nala (X1 post)
Labour Centre: Waterval Boven Satellite (X2 Posts)
Labour Centre: Belfast Satellite (X2 Posts)
Labour Centre: Hendrina Satellite (X2 Posts)

REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. 0-6 months experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines SKILLS: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).

DUTIES : Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES : Ms E Baholo Tel No: (013) 655 8700

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email to Jobs-MPU-ASSESS@LABOUR.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Mpumalanga

POST 26/64 : **UIF CLAIMS OFFICER: EMPLOYER SERVICES REF NO: HR4/4/7/53 (X80 POSTS)**

SALARY : R269 499 per annum
Labour Centre: Barberton (X3 Posts)
Labour Centre: Bethal (3X Posts)
Labour Centre: Morganzon Satellite (X2 Posts)
Labour Centre: Carolina (X3 Posts)

Labour Centre: Badplaas Satellite (X2 Posts)
Labour Centre: Eerstehoek (X3 Posts)
Labour Centre: Ermelo (X2 Posts)
Labour Centre: Breyton Satellite (X2 Posts)
Labour Centre: Lothair Satellite (X2 Posts)
Labour Centre: Malelane (X3 Posts)
Labour Centre: Komatipoort Satellite (X2 Posts)
Labour Centre: KwaMhlanga (X3 Posts)
Labour Centre: Mbibane satellite (X2 Posts)
Labour Centre: Mdutjana Satellite (X2 posts)
Labour Centre: Mokobola Satellite (X2 Posts)
Labour Centre: Siyabuswa Satellite (X2 Posts)
Labour Centre: Mashishing (X1 Post)
Labour Centre: Waterval Boven Satellite Office-Mashishing (X2 Posts)
Labour Centre: Middelburg (X1 Post)
Labour Centre: Belfast Satellite (X2 Posts)
Labour Centre: Hendrina Satellite (X2 Posts)
Labour Centre: Machadodorp Satellite (X2 Posts)
Labour Centre: Mbombela Ref No: (X1 Post)
Labour Centre: Hazyview Satellite (X2 Posts)
Labour Centre: White river Satellite (X2 Posts)
Labour Centre: Mkhondo (X3 Posts)
Labour Centre: Amersfoort Satellite (X2 Posts)
Labour Centre: Volkrust (X3 Posts)
Labour Centre: Sabie (X2 Posts)
Labour Centre: Graskop Satellite (X2 Posts)
Labour Centre: Casteel Satellite (X2 Posts)
Labour Centre: Secunda (X3 Posts)
Labour Centre: Leandra Satellite (X2 Posts)
Labour Centre: Standerton (X2 Posts)
Labour Centre: Balfour (X2 Posts)
Labour Centre: Delmas Satellite (X2 Posts)
Labour Centre: Ga-nala (X2 Posts)

REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. 0-6 months experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).

DUTIES : Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES : Ms E Baholo Tel No: (013) 655 8700

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email to Jobs-MPU-EMPLOYER-SERV@LABOUR.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Mpumalanga.

POST 26/65 : **UIF CLIENT SERVICE OFFICER REF NO: HR4/4/7/54 (X120 POSTS)**

SALARY : R269 499 per annum
Labour Centre: Barberton (X6 Posts)
Labour Centre: Bethal (6X Posts)
Labour Centre: Morganzon Satellite (X3 Posts)
Labour Centre: Carolina (X3 Posts)
Labour Centre: Badplaas Satellite (X3 Posts)
Labour Centre: Eerstehoek (X4 Posts)
Labour Centre: Ermelo (X5 Posts)
Labour Centre: Breyton Satellite (X3 Posts)
Labour Centre: Lothair Satellite (X3 Posts)
Labour Centre: Komatipoort Satellite (X3) Posts
Labour Centre: KwaMhlanga (X1 Post)
Labour Centre: Mbibane satellite (X3 Posts)

Labour Centre: Mdutjana Satellite (X3 Posts)
Labour Centre: Mokobola Satellite (X3 Posts)
Labour Centre: Siyabuswa Satellite (X3 Posts)
Labour Centre: Mashishing (X5) Posts
Labour Centre: Waterval Boven Satellite (X3 Posts)
Labour Centre: Middelburg (X2 posts)
Labour Centre: Belfast Satellite (X3 Posts)
Labour Centre: Hendrina (X3 Posts)
Labour Centre: Machadodorp Satellite (X3 Posts)
Labour Centre: Mbombela (X1 Post)
Labour Centre: Hazy view Satellite (X3 posts)
Labour Centre: White river Satellite (X3 Posts)
Labour Centre: Mkhondo (X6 Posts)
Labour Centre: Volkrust (X5 posts)
Labour Centre: Sabie (X5 Posts)
Labour Centre: Graskop Satellite (X3 Posts)
Labour Centre: Casteel Satellite (X3 Posts)
Labour Centre: Secunda (X2 Posts)
Labour Centre: Leandra Satellite (X3 Posts)
Labour Centre: Standerton (X6 Posts)
Labour Centre: Balfour (X3 Posts)
Labour Centre: Delmas Satellite (X1 Post)
Labour Centre: Ga-nala (X1 Post)
Labour Centre: Ogies Satellite (X3 Posts)
Labour Centre: Amersfoort (X3 Posts)

REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. Knowledge: 0 to 6 months experience. Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).

DUTIES : Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES : Ms E Baholo Tel No: (013) 655 8700

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni or Email: Jobs-MPU-CSO@LABOUR.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Mpumalanga.

POST 26/66 : **CLIENT SERVICE OFFICER: QUALITY ASSURER REF NO: HR/4/4/7/55 (X118 POSTS)**

SALARY : R269 499 per annum
Labour Centre: Barberton (X3 Posts)
Labour Centre: Bethal (4X Posts)
Labour Centre: Morganzon Satellite (X3 Posts)
Labour Centre: Carolina (X4 Posts)
Labour Centre: Badplaas Satellite (X3 Posts)
Labour Centre: Eerstehoek (X4 Posts)
Labour Centre: Ermelo (X3 Posts)
Labour Centre: Breyton Satellite (X3 Posts)
Labour Centre: Lothair Satellite (X3 Posts)
Labour Centre: Malelane (X3 Posts)
Labour Centre: Komatipoort Satellite (X3 Posts)
Labour Centre: KwaMhlanga (X3 Posts)
Labour Centre: Mbibane satellite (X3 Posts)
Labour Centre: Mdutjana Satellite (X3 Posts)
Labour Centre: Mokobola Satellite (X3 Posts)
Labour Centre: Siyabuswa Satellite (X3 Posts)
Labour Centre: Mashishing (X4 Posts)
Labour Centre: Waterval Boven Satellite (X3 Posts)
Labour Centre: Middelburg (X4 Posts)

Labour Centre: Belfast Satellite (X3 Posts)
Labour Centre: Hendrina Satellite (X3 Posts)
Labour Centre: Machadodorp Satellite (X3 Posts)
Labour Centre: Mbombela (X1 Post)
Labour Centre: Hazy view Satellite (X3 Posts)
Labour Centre: White river Satellite (X3 Posts)
Labour Centre: Mkhondo (X3 Posts)
Labour Centre: Amersfoort Satellite (X3 Posts)
Labour Centre: Volkrust (X4 Posts)
Labour Centre: Sabie (X4 Posts)
Labour Centre: Graskop Satellite (X3 Posts)
Labour Centre: Casteel Satellite (X4 Posts)
Labour Centre: Secunda (X3 Posts)
Labour Centre: Leandra Satellite (X3 Posts)
Labour Centre: Standerton (X3 Posts)
Labour Centre: Balfour (X3 Posts)
Labour Centre: Delmas Satellite (X3 Posts)
Labour Centre: Ga-nala Ref (X3 Posts)
Labour Centre: Ogies Satellite (X1 Post)

REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. 0-6 months experience. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision and Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interview, Communication (verbal and written), Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contributions Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operational system).

DUTIES : Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.

ENQUIRIES : Ms E Baholo Tel No: (013) 655 8700

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MPU-QUALITY@LABOUR.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Mpumalanga.

POST 26/67 : **CLIENT SERVICE OFFICER: INSPECTION AND ENFORCEMENT SERVICES (IES) REF NO: HR/4/4/7/56 (X8 POSTS)**

SALARY : R269 499 per annum
Labour Centre: Barberton (X1 Post)
Labour Centre: Bethal (X1 Post)
Labour Centre: Carolina (X1 Post)
Labour Centre: Ermelo (X1 Post)
Labour Centre: Mkhondo (X1 Post)
Labour Centre: Sabie (X1 Post)
Labour Centre: Secunda (X1 Post)
Labour Centre: Standerton (X1 Post)

REQUIREMENTS : Matriculation/Grade 12/Senior Certificate. Knowledge: All relevant Labour Legislations and Regulations, 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. Resolve all complaints on IES labour legislations received from Clients within the scope and dictates of the IES SOP. Render general administrative duties and participate in advocacy sessions as and when required.

ENQUIRIES : Mr S Mashinini Tel No: (013) 655 8700

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MPU-CSO-IES@LABOUR.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, Mpumalanga.

POST 26/68	:	**CLIENT SERVICE OFFICER: (PES) REF NO: HR/4/4/7/57 (X5 POSTS)**
SALARY	:	R269 499 per annum Labour Centre: Eerstehoek (X1 Post) Labour Centre: Ermelo (X1 Post) Labour Centre: KwaMhlanga (X1 Post) Labour Centre: Sabie (X1 Post) Labour Centre: Secunda (X1 Post)
REQUIREMENTS	:	Matriculation/Grade 12/Senior Certificate. Knowledge: Departmental Policies, Procedures and Guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele principles. Skills: Computer Literacy, Communication, Interpersonal, Problem Solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
DUTIES	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
ENQUIRIES	:	Ms LL Shawe Tel No: (013) 655 8700
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X7263, Emalahleni, 1035 Or hand delivery to Labour Building Corner Hofmeyer and Beatty Avenue, Emalahleni. Email: Jobs-MPU-CSO-PES@LABOUR.gov.za
FOR ATTENTION	:	Sub-directorate: Human Resources Management, Mpumalanga.
POST 26/69	:	**CLIENT SERVICE OFFICER: PES (X3 POSTS)**
SALARY	:	R269 499 per annum
CENTRE	:	Lichtenburg Labour Centre Ref No: HR4/4/07/24 (X1 Post) Potchefstroom Labour Centre Ref No: HR4/4/07/25 (X1 Post) Rustenburg Labour Centre Ref No: HR4/4/07/26 (X1 Post)
REQUIREMENTS	:	Grade 12/Matric/ Senior Certificate. No experience required. Knowledge: Departmental Policies, Procedures and guidelines, Labour Legislation and Regulations, Employment Services Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer literacy, Communication, Interpersonal, Problem solving, Listening, Telephone etiquette, Interviewing, Ability to interpret legislation.
DUTIES	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services, Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
ENQUIRIES	:	Ms N Mathule Tel No: (018) 632 4323 (Lichtenburg) Ms M Barkel Tel No: (018) 297 5100 (Potchefstroom) Ms BC Dirane Tel No: (014) 285 0158 (Rustenburg)
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW6@LABOUR.gov.za
POST 26/70	:	**CLIENT SERVICE OFFICER: UIF (X99 POSTS)**
SALARY	:	R269 499 per annum
CENTRE	:	Vryburg Labour Centre Ref No: HR4/4/07/15 (X12 Posts) Potchefstroom Labour Centre Ref No: HR4/4/07/16 (X14 Posts) Christiana Labour Centre Ref No: HR4/4/07/17 (X14 Posts) Taung Labour Centre Ref No: HR4/4/07/18 (X14 Posts) Klerksdorp Labour Centre Ref No: HR4/4/07/19 (X10 Posts) Brits Labour Centre Ref No: HR4/4/07/20 (X9 Posts) Rustenburg Labour Centre Ref No: HR4/4/07/21 (X5 Posts) Lichtenburg Labour Centre Ref No: HR4/4/07/22 (X8 Posts) Mogwase Labour Centre Ref No HR4/4/07/23 (X13 Posts)
REQUIREMENTS	:	Grade 12/Matric/Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's

		Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operations system).
DUTIES	:	Provide screening services, Process applications for UIF benefits, Register payment continuation forms, Provide administrative functions.
ENQUIRIES	:	Ms N Mathule Tel No: (018) 632 4323 (Lichtenburg) Ms M Barkel Tel No: (018) 297 5100 (Potchefstroom) Ms BC Dirane Tel No: (014) 285 0158 (Rustenburg) Mr P Motlhabane Tel No: (053) 441 9700 (Christiana) Mr T Tegele Tel No: (018) 464 8700 (Klerksdorp) Mr B Molefe Tel No: (014) 555 (Mogwase) Mr N Mthembu Tel No: (012) 252 3068 (Brits Labour Centre) Mr P Mochwening Tel No: (053) 927 5221 (Vryburg) Mr T Lucas Tel No: (053) 994 1679 (Taung)
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW6@LABOUR.gov.za
POST 26/71	:	**INSPECTOR (X2 POSTS)**
SALARY	:	R269 499 per annum
CENTRE	:	Labour Centre: Sasolburg (Free State) Ref No: HR4/4/8/943 (X1 Post) Labour Centre: Verulam (KZN) Ref No: HR4/4/5/58 (X1 Post)
REQUIREMENTS	:	Three (3) years relevant qualification at NQF 6 in Labour Relations/ BCOM Law/ LLB. Valid driver's Licence. Knowledge: Departmental policies and procedures. Skills Development Act Labour Relations Act. Basic Conditions of Employment Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and organising (own work), Computing (spread sheets, PowerPoint and word processing), Interpersonal Skills, Problem solving skills, Interviewing skills, Analytical, Verbal and written Communication skills, Employment Equity.
DUTIES	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislation. 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	:	Ms M Lelope Tel No: (016) 976 2270 (FS) Mr B Zondi Tel No: (032) 5415602 (KZN)
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs11@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, Free State
	:	Deputy Director: Verulam Labour Centre, PO Box 1144, Verulam 4340 Or hand deliver at 13 Wick Street, Verulam. For Online Application: Jobs-KZN30@labour.gov.za For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
POST 26/72	:	**REGISTRY CLERK REF NO: HR 5/1/2/3/72**
SALARY	:	R228 321 per annum
CENTRE	:	Compensation Fund, Pretoria
REQUIREMENTS	:	Grade 12/Matric/Senior Certificate (on NQF Level 4). Experience None. Knowledge: National Archives guide and Record Service. Basic Conditions of Employment Act. Batho Pele Principles. Departmental policy. Occupational Health and Safety. Public Finance Management Act. Legislative Requirements: COID. Public Service Act. PFMA and National Treasury Regulations. Skills: Verbal and Written communication. Interpersonal relations. Problem Solving. Organsing.
DUTIES	:	Administer archival records and keep them in good condition. File document according to the requirements of National Archives. Handle all income and outgoing malls. Procure and disuse stocks, stationery and equipment for the section.

ENQUIRIES	:	Ms D Mahlaule at 082 679 7673
APPLICATIONS	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF12@labour.gov.za
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 26/73	:	**ACCOUNTING CLERK REF NO: HR4/4/07/27**
SALARY	:	R228 321 per annum
CENTRE	:	Provincial Office: Mmabatho
REQUIREMENTS	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate; no experience required. Knowledge: Departmental Policies, Procedures, Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles. Skills: Planning and Organising, Computer literacy, Communication, Problem solving, Accounting, Analysis.
DUTIES	:	Compile and capture all financial transactions for the whole Province on financial system (e.g BAS, LOGIS, PERSAL and safety-net). Render proper record keeping for future reference. Provide support in monitor budget processes for the province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and allocated accounts before month closure.
ENQUIRIES	:	Ms A Modikoe Tel No: (018) 387 8100
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW4@LABOUR.gov.za
POST 26/74	:	**ADMINISTRATIVE CLERK: EMPLOYMENT SERVICES REF NO: HR4/4/07/28**
SALARY	:	R228 321 per annum
CENTRE	:	Provincial Office: Mmabatho
REQUIREMENTS	:	Grade 12; no experience required. Knowledge: Office Administration, Computer Literacy, Secretariat. Skills: Telephone etiquette, Communication skills (Written and Verbal), Interpersonal Relations, Administration, Computer.
DUTIES	:	Render general clerical support services. Provide supply chain clerical support services. Provide personnel administration support services. Render secretariat support.
ENQUIRIES	:	Ms A Mbale Tel No: (018) 387 8100
APPLICATIONS	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW4@LABOUR.gov.za