

**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**

: 19 September 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](http://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 post'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/](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 solely 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**

<b><u>POST 32/06</u></b>	:	<b><u>CHIEF DIRECTOR: MEDICAL BENEFITS REF NO: HR 5/1/2/3/24</u></b> Re-advertisement applicants who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	:	R1 494 900 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	MBCHB Degree, or any NQF 7 in Healthcare and Allied Health Related qualification/ or Bcom Accounting/ Business Science/ Bachelor of Science in Finance. Five (5) years' appropriate experience at a Senior Management Service level in Medical Claims Processing environment. Statutory Body Requirements: If an incumbent is a Practitioner, registration with HPCSA and or SANC is required. Knowledge: ICD 10 Coding and Medical Billing. DeL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Public Service Regulations. Relevant stakeholders. Customer Services (Batho Pele Principles). Fund Values. Required IT knowledge. DPSA guidelines on COIDA. Technical knowledge. Legislative Requirement: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and. National Treasury Regulations. Promotion of Access to Information Act. PAIA. Constitution Act 108 of 1996 (amended). General knowledge of the Public Service Regulations. Skills: Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication.
<b><u>DUTIES</u></b>	:	Provide research and best practice standards regarding medical services to support the Funds compensation services. Oversee the Adjudication of medical claims and processing of medical accounts. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the operations of the Chief Directorate and resources (Human, Finance, Equipment, Asset) in the Chief Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. F Fakir Tel No: (012) 885 8624
<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF1@labour.gov.za">Jobs-CF1@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<b><u>POST 32/07</u></b>	:	<b><u>DIRECTOR: COID SERVICES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum, (all -inclusive)
<b><u>CENTRE</u></b>	:	Provincial Office: Mpumalanga Ref: No: HR 5/1/2/3/25 (X1 Post) Provincial Office: Limpopo Ref: No: HR 5/1/2/3/26 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification (NQF Level 7) as recognized by SAQA in Public Administration/ Public Management/ Operations Management/ Production Management/ Business Management/ Business Administration/ Administrative Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Auditing/ MBCHB/HRM/Nursing/ Occupational Therapy. 5 years' functional experience at middle/senior management level in Claim processing or Medical Claims or Insurance processing environment. Knowledge: Knowledge of relevant regulations, laws and legislation. Claims litigation. Post claims management settlement. Brand and Customer Oriented Service Delivery. Patient care. Rehabilitation Legislation & Regulatory knowledge & Implementation. Medical and Rehabilitation Policy Management. Digital Acumen/ Medical Systems (IT Systems Control Designs). Treasury Policies and PFMA Regulations (Legislative Framework). Compensation Fund business strategies and goals. Public Service Act. The Constitution of RSA.

	Public Service Regulation. Compensation Fund value chain. Directorate goals and performance requirements. Customer Service (Batho Pele Principles). Technical knowledge. Occupational Health and Safety Act (OHS). National Treasury Regulations. Promotion of Access to Information Act. National Health Act. Claims Finalization. Employer Audits. Employer Verification. Allied Health Profession Act. Integrate National Disability Strategy (INDS). Legislative Requirement: COIDA. Skills: Claims management and legal cost assessment and settlement. Social entrepreneurship. Digital acumen. Clinical cost management. Programme/Project Planning & Management. Clinical Vocational Rehabilitation. Monitoring and assurance. Research and Development. Claims registration. Communication verbal and writing. Analytical Thinking. Performance and oversight. Principles and Strategies. Reporting. Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Direction setting. Inspire Commitment. People Management. Performance and oversight. Programme/Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & Strategy.
<b><u>DUTIES</u></b>	: Oversee and monitor the implementation of Compensation Benefits Policies and Strategies in the province. Manage and monitor the implementation of rehabilitation strategy for COID patients. Oversee the provision of medical benefits in the province. Establish and maintain the stakeholder relationship in relation to COID activities. Manage all resources in the sub-directorate.
<b><u>ENQUIRIES</u></b>	: Rev MG Sibanyoni Tel No: (013) 655 8700 Ms MS Lebogo Tel No: (015) 290 1662/ 1768/1699
<b><u>APPLICATIONS</u></b>	: 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: <a href="mailto:Jobs-MP-COID@LABOUR.gov.za">Jobs-MP-COID@LABOUR.gov.za</a> 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: <a href="mailto:Jobs-LP@LABOUR.gov.za">Jobs-LP@LABOUR.gov.za</a> for attention: Human Resource Management Limpopo Provincial Office.
<b><u>NOTE</u></b>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/08</u></b>	: <b><u>DIRECTOR: INTERNAL AUDIT REF NO: HR 5/1/2/3/27</u></b> Re-Advertisement applicants who previously applied are encouraged to re-apply
<b><u>SALARY</u></b>	: R1 266 714 per annum, (all inclusive)
<b><u>CENTRE</u></b>	: Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	: Undergraduate qualification (NQF Level 7) in Internal Audit/ Accounting/ Cost and Management Accounting. Certified Internal Auditor – CIA is required. Professional Internal Auditor Certification – PIA as an added advantage. Statutory Body Requirements: Institute of Internal Auditors. 5 years' experience at a middle/ senior management level in an internal audit environment. Knowledge: Compensation Fund policies, procedures, processes. Performance Audit standard. Internal Audits standards. Customer Relationship Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA. 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 Environment Awareness.
<b><u>DUTIES</u></b>	: Oversee the Compliance and Assurance Audits, ICT Audits, and Performance Audits of the Fund in line with the relevant legislation, regulations and standards. Provide strategic leadership to the audit function of the Fund. Manage stakeholders and monitor the performance of the internal audit function of the Fund. Manage and maintain quality assurance and improvement program that covers all aspects of the internal audit activity. Manage resources in the Directorate.
<b><u>ENQUIRIES</u></b>	: Ms. F Fakir Tel No: (012) 885 8624
<b><u>APPLICATIONS</u></b>	: 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 application to: <a href="mailto:Jobs-CF1@labour.gov.za">Jobs-CF1@labour.gov.za</a>

<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
<b><u>POST 32/09</u></b>	:	<b><u>DIRECTOR: ANTI CORRUPTION AND INTEGRITY REF NO: HR 5/1/2/3/28</u></b>
<b><u>SALARY</u></b>	:	R1 266 714 per annum, (all inclusive)
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification (NQF Level 7) in Internal Auditing or Finance or Forensic Investigation/ Auditing, BProc, LLB. 5 years' experience at middle/senior management level in Forensic Investigations or Auditing or Legal. Knowledge: International Standards on Auditing and Techniques. International Standards of Fraud Examiners. Computer Assisted Auditing Techniques (CAATS). Control Objectives for Information and Related Technologies (COBIT). Law of Evidence. Project Management. Extensive understanding of fraud, corruption risks and effective risk management techniques. Legislative Requirements: Protected Disclosure Act 26 of 2000. Promotion of Access to information Act 2 of 2000. The Prevention of Organized Crime Act, as amended, (generally referred to as "POCA"). Prevention and Combating of Corrupt Activities Act, 12 of 2004 (generally referred to as "PRECCA"). Public Finance Management Act, 1999 (Act No. 1 of 1999) (as amended by Act No. 29 of 1999). Treasury Regulations Issued in terms of the Public Finance Management Act, 1999. Public Sector Risk Management. Public Administration Management Act 2014 (Act 11 of 2014). Promotion of Administration Justice Act No.3 of 2000. Criminal Procedures Act 51 of 1977. Protection of Personal Information Act. National Prosecuting Authority Act No. 32 of 1998. Financial Intelligence Centre Act No. 38 of 2001. Preferential Procurement Policy Framework Act, 5 of 2000. COIDA. Skills: Strong interviewing. Interpersonal. Strong Report Writing. Computer skills. Investigative. Strong Analytical. Policy formulation. People development and empowerment. Strategic management and leadership. Facilitation. Conflict management. Problem solving. Financial Management.
<b><u>DUTIES</u></b>	:	Manage the prevention of Fraud and Corruption. Detect Fraud and corruption through development and management and application of Fraud Detection Techniques. Manage the fraud investigation services within the Fund. Manage resources within the Directorate.
<b><u>ENQUIRIES</u></b>	:	Ms. F Fakir Tel No: (012) 406 5723
<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF1@labour.gov.za">Jobs-CF1@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

#### **OTHER POSTS**

<b><u>POST 32/10</u></b>	:	<b><u>ASSISTANT DIRECTOR: PENSION PAYMENTS REF NO: HR 5/1/2/3/29</u></b> Re-advertisement applicants who previously applied are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R582 444 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Financial Management/ Internal Audit/ Financial Accounting/ Auditing/ Cost and Management Accounting. 4 years' functional experience in Pensions/ Payroll Administration/ Benefits service environment. Knowledge: Policy Conceptualization and Formulation. Claims Administration. Claims Registration. Claims Investigations. Claims Management and Legal Cost assessment and settlement. Claims litigations. Claims Finalization. Knowledge of Relevant Legislation (Constitution, PFMA, PSRs, NTRs, ILO conventions, PAIA, POPIA, OHSA, RAFA, Marriage Act, Estate Law, UIA, Recognition of Customary Marriages Act, COIDA). Compensation Fund policies, procedures and processes. Fund Governance and Risk Management. Legislative Requirements: COIDA. Skills: Claims Assessment/ Settlement. Post claims management and settlement. Claims handling. Claims verification and

	validation. Conflict Management. Critical and Innovative Thinking. Inspire Commitment. Programme/ Project Management. Quality Assurance. Knowledge Management. Service Delivery Innovation. Stakeholder Development & Relations.
<b><u>DUTIES</u></b>	: Provide inputs into the pensions payment policy. Approve pension payments and monitor correct banking details database. Release pensions payments for both local and foreigner pensioners. Establish and maintain relations with stakeholders.
<b><u>ENQUIRIES</u></b>	: Ms. Y Tshidada at 060 989 8361
<b><u>APPLICATIONS</u></b>	: 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 application to: <a href="mailto:Jobs-CF11@labour.gov.za">Jobs-CF11@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	: Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/11</u></b>	: <b><u>ASSISTANT DIRECTOR: CLIENT SERVICES (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	: R468 459 per annum
<b><u>CENTRE</u></b>	: Gauteng Provincial Office Ref: No: HR 5/1/2/3/30 (X3 Posts) Provincial Office: Kwa-Zulu Natal Ref: No: HR 5/1/2/3/31 (X1 Post) Provincial Office: Free State Ref: No: HR 5/1/2/3/32 (X1 Post) Provincial Office: Northern Cape Ref: No: HR 5/1/2/3/33 (X1 Post)
<b><u>REQUIREMENTS</u></b>	: Undergraduate qualification (NQF Level 6) as recognized by SAQA in Customer Services/ Management/ Customer Relations /Contact Centre Management/ Office Administration Management /Communication/ Marketing. 4 years' functional experience in a Public Management of which 2 years is supervisory experience in processing environment. Knowledge: Relevant regulations, laws and legislation. Public Service Act. Public Service Regulations. Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles). Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. The Constitution of RSA. Legislative Requirements: Compensation for Occupational Injuries and Diseases 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. Stakeholder Development & Relations. Vision & strategy.
<b><u>DUTIES</u></b>	: Monitor and oversee client support services in Provinces. Monitor the implementation of service delivery improvements at Provinces. Champion and implement Batho Pele Principles in Provinces.
<b><u>ENQUIRIES</u></b>	: Mr T Mokoena Tel No: (011) 853 0312 Mr TB Gumede Tel No: (031) 366 2355 Ms E Maneli Tel No: (051) 505 6203 Ms S Kleinsmith Tel No: (053) 838 1517
<b><u>APPLICATIONS</u></b>	: <b>Chief Director: Provincial Operations:</b> PO Box 4560, Johannesburg, 2001. Or hand deliver at Department Employment and Labour, No. 47 Empire Road, Parktown, 2193. For online Applications Email to: <a href="mailto:jobs-GP1@labour.gov.za">jobs-GP1@labour.gov.za</a> For Attention: Human Resource Management Gauteng Provincial Office. <b>Chief Director: Provincial Operations:</b> PO Box 940, Durban, 4000 or hand deliver at: 267 Anton Lembede Street, Durban. For online Applications Email to: <a href="mailto:Jobs-KZN8@labour.gov.za">Jobs-KZN8@labour.gov.za</a> For Attention: Human Resource Management KwaZulu Natal Provincial Office. <b>Chief Director: Provincial Operations:</b> Private Bag X522, Bloemfontein, 9300 or hand deliver at Labour House, 43 Charlotte Maxeke Street, Bloemfontein. For online Applications Email to: <a href="mailto:Jobs-fs1@labour.gov.za">Jobs-fs1@labour.gov.za</a> For Attention: Human Resource Management Free State Provincial Office. <b>Chief Director: Provincial Operations:</b> Private Bag X5012, Kimberley, 8301 Or hand deliver at Cnr Compound and Pniel Road. For online Applications Email to: <a href="mailto:Jobs-NCKIM@labour.gov.za">Jobs-NCKIM@labour.gov.za</a> For Attention: Human Resource Management Northern Cape Provincial Office.
<b><u>NOTE</u></b>	: Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

<b><u>POST 32/12</u></b>	:	<b><u>ASSISTANT DIRECTOR: HR OPERATIONS REF NO: HR 5/1/2/3/34</u></b>
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management. 4 years' functional experience in human resource administration and recruitment and selection 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 standard (MISS). Protection of Personal Information ACT (POPI). Legislative Requirements: 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. Stakeholder Development & Relations. Data Gathering, Analysis. Data/ Record Management.
<b><u>DUTIES</u></b>	:	Coordinate recruitment and selection processes in the Fund. Coordinate the administration Coordinate the administration of employee remuneration and compensation matters. Coordinate the process on appointments, transfers and secondments. Develop and maintain database for filled posts. Management of resources.
<b><u>ENQUIRIES</u></b>	:	Mr MM Chuene at 060 531 5131
<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF11@labour.gov.za">Jobs-CF11@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/13</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL AUDIT QUALITY ASSURANCE REF NO: HR 5/1/2/3/35</u></b> Re-advertisement applicants who previously applied are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R468 459 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Undergraduate qualification (NQF level 6) as recognized by SAQA in Internal Audit/ Accounting/ Cost and Management Accounting. Internal Audit Technician Certification-IAT is required. Professional Internal Auditor-PIA as an added advantage. Certificate in Performing Effective Quality Assessment (PEQA) or Quality Assurance Assessor/ Validator as an added advantage. 4 years' functional experience in Internal Audit of which 2 years is at supervisory level within quality assurance environment. Knowledge: Compensation Fund policies, procedures, processes. Internal Audits standards. Internal Audit Charter. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Finance Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Organizational Strategic Planning and Management. Information technology management. Accounting and finance. Communication. Internal audit strategic planning and management. Audit plan and coordinating assurance efforts. Quality Assurance and Improvement Program.
<b><u>DUTIES</u></b>	:	Provide inputs and implement the internal audit quality assurance policies and procedure manuals. Manage and monitor the promotion of quality assurance within the IA directorate. Coordinate the Internal Audit directorate's quality assurance program and provide secretariat support to the Audit Committee. Management of resources in the sub-directorate.

<b><u>ENQUIRIES</u></b>	:	Mr PS Zwane at 082 310 4510
<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF11@labour.gov.za">Jobs-CF11@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/14</u></b>	:	<b><u>TECHNICIAN: TELECOMMUNICATIONS REF NO: HR 5/1/2/3/36</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three-year qualification (NQF level 6) in Telecommunication and Information Technology. 2 years' experience in Telecommunication environment. Knowledge: Compensation Fund Strategic Objective. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical Knowledge. SA Bureau standard. Data records management. Legislative Requirements: Public Service Regulations (PSR). Occupational Health and Safety Act (OHS). Public Service Act (PSA). Labour Relations Act. Batho Pele Principles. COIDA, Regulations and Policies. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Environmental management Act. Energy regulations. Building regulations. Skills: Required Technical proficiency. Business Writing Skills. Required IT (Ms Office & Operating Skills). Communication. Continuous improvement. Team collaboration. Planning and organizing. Problem solving. Risk Management and Fund Governance. External Environmental Awareness. Driving.
<b><u>DUTIES</u></b>	:	Provide telecommunication maintenance services in the Fund. Report Telkom infrastructure when there is a failure. Maintain the safe working environment by following the standards and policies. Develop and maintain telecommunication database.
<b><u>ENQUIRIES</u></b>	:	Mr M Pholose at 067 592 3598
<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF11@labour.gov.za">Jobs-CF11@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/15</u></b>	:	<b><u>SENIOR ADMIN OFFICER: EMPLOYER ASSESSMENT REF NO: HR 5/1/2/3/37</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three-year qualification (NQF level 6) in Financial Accounting/ Commerce. 2-3 years' experience in Financial accounting/ Finance/ insurance environment. Knowledge: Compensation Fund values. Corporate governance guidelines and strategies. Required Information technology knowledge. Customer Services Principles (Batho Pele Principles). Understanding of risk management and audit practices. COIDA. Knowledge of Financial Accounting. Legislative Requirements: Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public finance Management Act (PFMA), Public service regulations Act. Public Service regulations. Treasury regulations. Skills: Strategic execution. Client orientation and customer focus. Communication (verbal and written). Billing and assessment administration. Financial compliance and reporting. Planning and organizing. Problem solving and analysis. Decision making. Developing others. Computer skills. Conflict management. Research skills. Stakeholder engagements.
<b><u>DUTIES</u></b>	:	Implement and monitor assessment of employer's functions of the fund as per policies and procedures. Review and recommend revisions of assessments and approval of credit assessments. Verify the correctness of assessment payable by all registered employers. Implement corrective measures for internal and external audit findings. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	Ms E Mosala at 060 989 8324

<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF11@labour.gov.za">Jobs-CF11@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/16</u></b>	:	<b><u>SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATIVE OFFICER) REF NO: HR 4/4/10/903</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: George (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	Three-year tertiary qualification degree (NQF7) or diploma (NQF6) in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. Three (3) to five (5) years' experience in a claims processing environment of compensation or medical claims if highly desirable plus supervisory experience. Knowledge: Knowledge Compensation Fund policies and processes, Relevant Stakeholders, Human anatomy/ Biology and medical terminology, Customer service (Batho Pele Principles), COID tariffs, Public Service Charter, Risk awareness, COID tariffs, COID Act, Regulations and Policies, constitution Act, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF), PFMA and Treasury Regulations, COIDA, Occupational Health and Safety Act (OHS) Skills: Required Technical Proficiency, Numeracy, Business Writing, Required IT, Communication (written and verbal), Data Capturing, Data and records management, Telephone Etiquette.
<b><u>DUTIES</u></b>	:	Administer claim registration process. Adjudicate registered customer claims. Prepare for payment claim. Quality assurance for Medical/ accounts payments. Serve as a Team Leader/ Supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr Q Bowman Tel No: (021) 441 8120
<b><u>APPLICATIONS</u></b>	:	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 or Email: <a href="mailto:Jobs-WC2@LABOUR.gov.za">Jobs-WC2@LABOUR.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 32/17</u></b>	:	<b><u>PENSION ADMINISTRATOR REF NO: HR4/4/10/904</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	George Labour Centre (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification at NQF6 in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. Two (2) years functional experience in pension administration/ claims processing environment of a financial nature. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs, COIDA, Contribution Act, Public Service Act, Occupation Health and Safety Act (OHS), PFMA and National Treasury Regulations, Promotion of Access to Information. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and Organising, Analytical thinking, problem solving and decision making.
<b><u>DUTIES</u></b>	:	Render pension administrative duties. Claims adjudication and processing.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel No: (021) 441 8120
<b><u>APPLICATIONS</u></b>	:	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 or Email: <a href="mailto:Jobs-WC3@LABOUR.gov.za">Jobs-WC3@LABOUR.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western
<b><u>POST 32/18</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENTS SERVICES REF NO: HR 4/4/10/905</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Labour Centre: Mosel Bay (Western Cape)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant tertiary 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 Relations 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: Planning and organizing, computer literacy, interpersonal skills, conflict handling, negotiation skills, problem solving skills, interviewing, listening and observing skills.
<b><u>DUTIES</u></b>	:	Plan and independently conduct inspections with the aim of ensuring compliance with 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 analysing and compilation of consolidated statistical reports on only allocated cases.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel No: (021) 441 8120
<b><u>APPLICATIONS</u></b>	:	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 or Email: <a href="mailto:WCJobs-MBY@labour.gov.za">WCJobs-MBY@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 32/19</u></b>	:	<b><u>PROVISIONING ADMINISTRATION OFFICER REF NO: HR4/4/10/906</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Provincial Office: Western Cape
<b><u>REQUIREMENTS</u></b>	:	Three (3) year tertiary qualification National Diploma (NQF6) / Undergraduate Bachelor Degree (NQF7) in Supply Chain Management/ Finance/ Public/ Business Administration. One (1) year functional experience in Supply Chain or Finance Provisional Services. Valid driving license. Knowledge: Public Financial Management Act. Skills: Supervision, Negotiating, Client orientation and customer focus, Facilitation, Computer Literacy, Presentation, Analytical, Communication.
<b><u>DUTIES</u></b>	:	Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM Policies and Treasury Regulations. Procure goods and services in line with the relevant prescripts in the province. Provide inventory management support to ensure effectiveness and efficient in the province. Manage all resources in the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel No: (021) 441 8120
<b><u>APPLICATIONS</u></b>	:	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 or Email: <a href="mailto:Jobs-WC4@LABOUR.gov.za">Jobs-WC4@LABOUR.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 32/20</u></b>	:	<b><u>MAINTENANCE OFFICER: PLUMBING REF NO: HR 5/1/2/3/38</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three-year qualification (NQF level 6) in Civil Engineering/ Plumbing. 1-year functional experience in plumbing maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering technical knowledge. Legislative Requirements: Occupational Health and Safety Act (OHS) and OHS relevant Regulations. COIDA. Public Service Regulations. Public Service Act. National Environment Management Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Decision making. Communication (Verbal and Written). Planning and organizing. Problem solving. Project or programme management.
<b><u>DUTIES</u></b>	:	Perform scheduled plumbing preventative duties as per the maintenance plan to support the objectives of the Fund. Conduct Plumbing systems assessment to effect all unplanned repairs and maintenance needs. Assess and monitor plumbing related contractors. Render administration duties for the section.
<b><u>ENQUIRIES</u></b>	:	Mr MS Mokau at 060 971 4675

<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF11@labour.gov.za">Jobs-CF11@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/21</u></b>	:	<b><u>MAINTENANCE OFFICER: MECHANICAL REF NO: HR 5/1/2/3/39</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Three-year qualification (NQF level 6) in Mechanical Engineering. 1-year functional experience in mechanical maintenance environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Value Chain and business processes. Public Service, policies and procedures. Customer Service (Batho Pele Principles). Building/ engineering technical knowledge. Legislative Requirements: Occupational Health and Safety Act (OHS) and OHS relevant Regulations. COIDA. Public Service Regulations. Public Service Act. National Environment Management Act. Public Finance Management Act. National Treasury Regulations. National Building Regulations and Building Standard Act. Skills: Required Technical proficiency. Decision making. Communication (Verbal and Written). Planning and organizing. Problem solving. Project or programme management.
<b><u>DUTIES</u></b>	:	Perform scheduled mechanical preventative duties as per the maintenance plan to support the objectives of the Fund. Conduct mechanical component assessment to effect all unplanned repairs and maintenance needs. Assess and monitor mechanical related contractors. Render administration duties for the section.
<b><u>ENQUIRIES</u></b>	:	Mr MS Mokau at 060 971 4675
<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF11@labour.gov.za">Jobs-CF11@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/22</u></b>	:	<b><u>ESTATE CLERK REF NO: HR 5/1/2/3/40</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 certificate (NQF 4). No experience. Knowledge: Public Financial Management Act. Treasury Regulations. Public Service Regulations Act. Basic Accounting Systems (BAS). COIDA. Skills: Communication (verbal and written). Debt collection. Financial Management. Planning and organizing. Computer literacy. Interpersonal. Conflict handling. Problem Solving.
<b><u>DUTIES</u></b>	:	Submit estate claims to master of high court and liquidator. Identify registered employer's estate. Raise assessment for liquidated or deceased employers. Liaise with relevant stakeholders.
<b><u>ENQUIRIES</u></b>	:	Ms S Rankoana at 082 889 7369
<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF13@labour.gov.za">Jobs-CF13@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/23</u></b>	:	<b><u>EMPLOYER ASSESSMENT CLERK REF NO: HR 5/1/2/3/41 (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with Accounting as a passed subject or equivalent qualification. No Experience. Knowledge: Public Service, Department of labour and Compensation Fund regulations, policies and procedures. Compensation Fund Services. Compensation Fund Value Chain and Business processes.

		Customer service Principles (Batho Pele Principles). DPSA guideline and COIDA. PFMA. Treasury regulations. Legislative Requirement: COIDA Act, Regulations and Policies. Public Service Act. POPIA. Skills: Communication (Verbal and Written). Financial Management. Planning and Organising. Computer Literacy. Interpersonal. Conflict handling. Problem Solving.
<b><u>DUTIES</u></b>	:	handle employer assessment process. Render revision of assessment process. Perform general administration support activities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms E Mosala at 060 989 8324
	:	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 application to: <a href="mailto:Jobs-CF16@labour.gov.za">Jobs-CF16@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/24</u></b>	:	<b><u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/907</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
	:	Labour Centre: Bellville (Western Cape) Ref No: HR4/4/10/907 (X1 Post)
	:	Labour Centre: Oudtshoorn (Western Cape) Ref No: HR4/4/10/908 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	Three (3) year relevant qualification at NQF6 in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
<b><u>DUTIES</u></b>	:	Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Q Bowman Tel No: (021) 441 8120
	:	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 or email: <a href="mailto:WCJobs-BELL@labour.gov.za">WCJobs-BELL@labour.gov.za</a> (Bellville)
	:	<a href="mailto:WCJobs-ODU@labour.gov.za">WCJobs-ODU@labour.gov.za</a> (Oudtshoorn)
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 32/25</u></b>	:	<b><u>CLIENT SERVICE OFFICER: COID REF NO: HR4/4/10/909</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 499 per annum
<b><u>REQUIREMENTS</u></b>	:	Labour Centre: Mitchell's Plain (Western Cape)
	:	Matriculation/ Grade 12. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.
<b><u>DUTIES</u></b>	:	Render services at help desk as first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act (COIDA) and Employer registration forms for COIDA.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	M. Q Bowman Tel No: (021) 441 8120
	:	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 or Email: <a href="mailto:WCJobs-MP@labour.gov.za">WCJobs-MP@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape

<b><u>POST 32/26</u></b>	:	<b><u>ADMINISTRATION CLERK REF NO: HR 4/4/10/536</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Provincial Office (CF): Western Cape
<b><u>REQUIREMENTS</u></b>	:	A Grade 12/ Senior Certificate with 0 Months experience. Knowledge: Compensation Fund Strategic Objectives, Relevant Stakeholders, Customer Service (Batho Pele Principles), Technical Knowledge, COIDA guidelines, Public Service Regulations, Public Service Act, Labour Relations Act, COIDA, Regulations and Policies, PFMA and National Treasury Regulations. Skills: Required Technical proficiency, Business Writing Skills, Require IT (MS Office and Operation Skills), Communication, verbal and written, Problem Solving, Planning and organising, Problem solving, Data Capturing, Data and records management, Telephonic Etiquette, Risk Management and Fund Governance, External Environmental Awareness.
<b><u>DUTIES</u></b>	:	Liaise with Provinces in respect of the provision of required information. Render effective administration support services. Ensure correspondence of documentation. Perform general administration functions.
<b><u>ENQUIRIES</u></b>	:	Mr. Q Bowman Tel No: (021) 441 8120
<b><u>APPLICATIONS</u></b>	:	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 or Email: <a href="mailto:Jobs-WC5@LABOUR.gov.za">Jobs-WC5@LABOUR.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Management, Western Cape
<b><u>POST 32/27</u></b>	:	<b><u>PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/42</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Matric/ Grade 12 Certificate (NQF 4). A three-year qualification in Human Resource Management (NQF level 6) and Certificate in Introduction to PERSAL system will be added as advantage. No experience. Knowledge: Compensation Fund objectives and business functions. Directorate of sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Policies. Human Resource planning procedure. Legislative Requirements: COIDA Act, Regulations and Policies. Public Service Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. General knowledge of the Public Service Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Data Capturing. Data and records management. Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Administer the filling of vacancies for the Fund. Administer HR information systems. Administer recruitment and selection activities. Safe keep HR records.
<b><u>ENQUIRIES</u></b>	:	Ms CL Mashishi at 067 927 6428
<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF13@labour.gov.za">Jobs-CF13@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/28</u></b>	:	<b><u>ACCOUNTING CLERK: BANK RECONCILIATION REF NO: HR 5/1/2/3/43</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12/Matric certificate (NQF 4). No experience. Knowledge: Compensation Fund policies, procedures and processes. Customer Service (Batho Pele Principles). COIDA. Financial control processes. Data capturing. GRAP. Legislative Requirements: PFMA. National Treasury Regulations. Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Telephone Skills and Etiquette. Problem solving and decision making.
<b><u>DUTIES</u></b>	:	Maintain the Funds bank accounts. Perform manual and electronic reconciliation process. Provide administrative support.
<b><u>ENQUIRIES</u></b>	:	Ms S Mahlakwane at 072 470 9092

<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF14@labour.gov.za">Jobs-CF14@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/29</u></b>	:	<b><u>ADMIN CLERK: THIRD PARTY REF NO: HR 5/1/2/3/44</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Matric Certificate (NQF 4). No Experience. Knowledge: Public Finance Management Act. Treasury Regulations. Public Service Regulations Act. Skills: Communication (verbal and written). Financial Management. Planning and Organizing. Computer literacy. Interpersonal. Conflict handling. Problem solving.
<b><u>DUTIES</u></b>	:	Recover or collect money from internal and external parties. Administrate Road Accident Fund claims. Handle all income enquiries and provide feedback.
<b><u>ENQUIRIES</u></b>	:	Ms E Bouwer at 082 782 8609
<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF14@labour.gov.za">Jobs-CF14@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<b><u>POST 32/30</u></b>	:	<b><u>SECURITY OFFICER REF NO: HR 5/1/2/3/45</u></b>
<b><u>SALARY</u></b>	:	R193 359 per annum
<b><u>CENTRE</u></b>	:	Compensation Fund, Pretoria
<b><u>REQUIREMENTS</u></b>	:	Grade 12 /Matric (NQF 4). Private Security Regulatory Authority Grade C. 1-2 years' security industry experience. Statutory Body Requirements: PSIRA qualification Grade C. Knowledge: DEL and Compensation Fund objectives and business functions. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Relevant Fund Policies, procedures and processes. Stakeholders and customers. Customer Service (Batho Pele Principles). Fund Values. Batho Pele principles. Legislative Requirements: Public Service Act. Occupational Health and Safety Act (OHS). Minimum Information Security. Minimum Physical Security Standard. Private Security Industry Standard Act. Public Finance Management Act. Skills: Interpersonal. Organizing. Communication. Problem solving. Presentation. Computer Literacy. Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Conduct security control in accordance to policy and procedure. Provide security to equipment, building and premises. Adhere to patrolling procedure.
<b><u>ENQUIRIES</u></b>	:	Ms CF Mnguni at 082 889 7377
<b><u>APPLICATIONS</u></b>	:	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 application to: <a href="mailto:Jobs-CF15@labour.gov.za">Jobs-CF15@labour.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<b><u>NOTE</u></b>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.