

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

: 18 September 2026 at 16:00 (walk-in) and 23:59 (online)

NOTE

: Online application must include an application form Z83 and CV as one attachment, indicate the correct job title and correct reference number of the post on the email. Use the correct email address associated with the post. Applications quoting the relevant reference number, correct job title and correct name of the Department 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 old Z83 application form will not be considered. Each application for each post (s) must have its own application form. 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 and a completed, initialled and signed 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). Failure to submit all the requested documents will result in the application not being considered. Applicants who do not comply with the application instructions/requirements, as well as applications received late will not be considered. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The requirements for application of Senior Management Services (SMS) include the successful completion of an 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 applicant's 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 exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Successful candidates will be required to enter into an employment contract and a performance agreement. The Department reserves the right not to make any appointment(s) to the below advertised post(s). Correspondence will be limited to shortlisted candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department is an equal opportunity affirmative action employer. The Employment Equity targets will be taken into consideration during the selection process. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s).

MANAGEMENT ECHELON

<u>POST 32/06</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: HR5/1/2/3/19</u> Re-advertisement candidates who previously applied are encouraged to re-apply
<u>SALARY</u>	:	R1 317 384 per annum, (all- inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) as recognized by SAQA in Human Resources Management, Industrial Psychology / Organisational Psychology / Industrial and Organisational Psychology / Labour Relations / Human Resources Development / Labour Law/Public Administration / Public Management / Business Administration / Business Management / Business Management / Business Management. 5 years' functional experience at a middle / Senior Managerial level in Human Resource Management / Human Resource Development / Performance Management / Employee Health and Wellness Programmes / Employee Relations / Human Resources Planning Practices and Administration environment. Knowledge: Constitutional Act 108 of 1996 (amended). Compensation Fund policies, policies, procedures and processes. Talent Management and Succession Planning. Remuneration and Benefits. Human Resource Management Practices and principles. Human Resources across broad range of functional areas. COIDA. Customer service principles (Batho –Pele Principles). Technical knowledge. Customer Relationship Management. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Skill Development 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 (POPIA). Legislative Requirements: Public Service Act. Public Service Regulations. Skills: Communication (Verbal and Written). Business Writing Skills. Problem Solving and Decision making. People Management and Empowerment. Client Orientation and Customer Focus. Change Management. Work Ethic and Self-management. Business Acumen and leadership. Environmental Awareness.
<u>DUTIES</u>	:	Manage Human Resource Management services for the Fund. Manage the implementation of integrated Performance Management, training and development management in the Fund. Manage Employee Relations services in the Fund. Oversee HR Administration in the Provinces. Manage all resources of the Directorate.
<u>ENQUIRIES</u>	:	Dr MJ Ledwaba Cell: 072 591 9784
<u>APPLICATIONS</u>	:	Direct Your Applications to: Jobs-CF2@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites.

OTHER POSTS

<u>POST 32/07</u>	:	<u>DEPUTY DIRECTOR: ADMIN SERVICES REF NO: HR5/1/2/3/20</u>
<u>SALARY</u>	:	R932 292 per annum, (all -inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification (NQF Level 6) as recognized by SAQA in Public / Office / Business Administration / Management. 5 years' functional experience in executive support / administration services environment of which 2 years at Assistant Director or entry management level. Knowledge: Compensation Fund regulations, policies and procedures. COIDA. Relevant stakeholders. Customer Service (Batho Pele principles). Technical knowledge. Administration procedures, techniques. Fund Governance and Risk Management. Budgeting and Financial Management. Legislative requirements: Public service Act. PFMA. National Treasury Regulations. Public Service Regulations. Skills: Planning and Organising. Communication (verbal and written). People and Performance management. Business Writing. Problem solving and analysis. Decision making. Analytical. Conflict Management. Team leadership.
<u>DUTIES</u>	:	Manage and monitor effective implementation of CF improvement initiatives plans. Manage and strengthen sound relations between CF, the Ministry,

		Parliament and stakeholders. Monitor mutual association licence performance. Manage of resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms F Fakir Cell: 060 989 8326
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-CF3@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites.
<u>POST 32/08</u>	:	<u>DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR5/1/2/3/21</u>
<u>SALARY</u>	:	R932 292 per annum, (all- inclusive)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting / Finance / Informatics / Auditing / Internal Auditing / Business Management (or Administration) / Operations Management / Health related qualification (Nursing / Occupational Therapy / Physiotherapy). 5 years' functional experience in financial services / medical payments / claims processing environment of which 3 years should be at an Assistant Director/Junior management level. Knowledge: Compensation Fund business strategies and goals. COIDA. Technical knowledge. Operations systems. Fund Governance and Risk Management. Budgeting and Financial Management. Customer service (Batho Pele Principles). Relevant stakeholders. Medical related Legislation & Regulatory knowledge & implementation. Legislative requirements: COIDA.PFMA. National Treasury Regulations. Skills: Communication (verbal and written). Business Report Writing. Decision making. Conflict Management. Financial Management. Management Skills (e.g., People and performance management, Team leadership etc). Analyzing and interpreting information. Medical bill reviewing. Medical Policy Management. Medical aid knowledge (case management). Project Management and Planning. Information Analysis and interpretation. Clinical coding. Quality Assurance and improvement. Stakeholder Development and Management.
<u>DUTIES</u>	:	Manage the processing of finalizing medical invoices and litigations. Develop and review policies, strategies, guidelines and operational plans. Manage and monitor medical payments to prevent wasteful expenditure. Monitor and provide technical support to Provinces and medical service providers. Manage all the resources in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms N Morrison Cell: 066 475 7000
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-CF4@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites.
<u>POST 32/09</u>	:	<u>DEPUTY DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT REF NO: HR4/4/3/2DDBSCM/UIF (X2 POSTS)</u> (3-Year Contract)
<u>SALARY</u>	:	R932 292 per annum, (all inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	An undergraduate qualification Business Management/ Business Administration / Auditing / Law / Corporate Governance at NQF Level 6 as recognized by SAQA. Five (5) years' experience of which three (3) years must be functional experience in Board Services environment and two (2) years at junior management level. Knowledge: Public Finance Management Act (PFMA). Promotion of Access to Information Act (PAIA). Protected Disclosure Act. Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Public Service Act (PSA). Public Service Regulations (PSR). Appeal Processes and Procedures. Board Services Charter. DPSA: Handbook of Board Members. King report. Protection of Personal Information Act (POPIA). Skills: Minutes and Reports Writing. Independence Problem Solving. Strong Analytical Skills. Planning and Organizing. Communication Skills- Both Written and Verbal. Ability to influence. Presentation. Computer Literacy. Time Management. Analytical. Numeracy.
<u>DUTIES</u>	:	Provide secretariat and support services to the Board. Coordinate the implementation of resolutions taken by the Board. Provide traveling logistics for board members. Review the overall production and performance Manage Resources in the sub- directorate.
<u>ENQUIRIES</u>	:	Ms LJ Van Wyk Tel No: (012) 337 1950
<u>APPLICATIONS</u>	:	email: Jobs-UIF12@labour.gov.za

<u>POST 32/10</u>	:	<u>DEPUTY DIRECTOR: CORPORATE GOVERNANCE REF NO:HR4/4/3/2DDCG/UIF</u> (3-Year Contract)
<u>SALARY</u>	:	R932 292 per annum, (all inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification (NQF Level 6) in Corporate Governance/ Business Management or Administration / Auditing / Law. Five (5) years' experience of which three (3) years must be functional experience in Corporate Governance/ Business Management or Administration/ Auditing/ Law and two (2) years' experience at a management level. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Skills. Problem Solving. Presentation. Planning and Organizing. Strong Analytic Skill. Communication Skills- Both Written and Verbal. Ability to influence. Computer Literacy. Time Management. Analytical. Numeracy.
<u>DUTIES</u>	:	Develop and implement corporate governance charter to all Committees in the Fund. Conduct research on the best practices to ensure provision of word class corporate governance. Maintain effectiveness of all corporate governance structures in the Fund. Develop and implement legislation compliance process Manage Resources in the sub- directorate.
<u>ENQUIRIES</u>	:	Ms LJ Van Wyk Tel No: (012) 337 1950
<u>APPLICATIONS</u>	:	email: Jobs-UIF13@labour.gov.za
<u>POST 32/11</u>	:	<u>SENIOR LEGAL ADMINISTRATIVE OFFICER GRADE: MR-6 REF NO: HR5/1/2/3/22</u>
<u>SALARY</u>	:	R610 434 – R1 442 451 per annum, (OSD)
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in LLB/BPROC/BCOM LAW/BA LAW. 8 years' appropriate post qualification in legal experience. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Data Gathering, Analysis and Strategic Reporting. Stakeholder Development and Management. Litigation Management. Internal Remedy. Compliance and Governance. Del and Compensation Fund Business strategies and goals. COIDA Act. Public Service Regulation. Labour Law. Constitution Act 108 of 1996 (amended). Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum Information security standard (MISS). Protection of Personal Information Act (POPI). Public service Act. Public Finance Management Act (PFMA). Labour Relation Act, Employment Equity Act, SDA & BCEA. Legislative requirements COID Legislation and Law Enforcement. Council Policy. Skills: Conflict Management and Resolution. Legislative and Contract development. Negotiation, Consensus and Coalition Building. Investigation and Critical Evaluation. Coaching and Mentoring. 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.
<u>DUTIES</u>	:	Draft and vet contract for the Fund. Manage and handle litigation for and on behalf of the Fund. Manage and process the section 56 applications and 91 objections. Provide legal opinions to the Fund. Management of resources in the sub directorate.
<u>ENQUIRIES</u>	:	Adv NLA Shokane Cell: 067 415 4027
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-CF5@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites.
<u>POST 32/12</u>	:	<u>ASSISTANT DIRECTOR: TREASURY & INVESTMENTS MANAGEMENT REF NO: HR5/1/2/3/23</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognized by SAQA in Finance/Investment Management/Financial Economics/Financial Accounting.

4 Years functional experience in a Treasury / Finance / Investment Management / Financial Accounting environment of which 2 years should be at a senior state accountant level or a supervisory level. Knowledge: Policy Conceptualisation and Formulation (Compensation Fund policies, procedures and process). Knowledge of relevant regulations, laws and legislation (COIDA, PAIA, PSA, PSR, POPIA). Investment strategy & Planning. Professional Accounting Standards (GRAP/GAAP/IFRS). Treasury Policies and PFMA Regulations (Legislative Framework). Forecasting & Projections. Financial Risk Management and Control. Financial Compliance. Information Processing. Financial Markets and Instrument (Financial Analysis). Digital Acumen (Financial Systems, Tools). GRI (Global Reporting Initiative) and King IV Requirements (Corporate Governance). Legislative Requirements: COIDA. Skills: Reconciliation. Application of professional accounting standards. Portfolio risk optimization. Investment management. Financial accounts management. Coaching and Mentoring. Conflict Management. Critical and Innovative Thinking. Direction Setting. Inspire Commitment. People Management. Performance and Oversight. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & Strategy.

DUTIES : Review the reports on the position and performance of the investment portfolios. Perform the investment accounting review functions of the portfolios. Monitor the daily cash flow of the Fund. Manage resources of the sub-directorate

ENQUIRIES : Mr L Moni at 063 689 4157
APPLICATIONS : Direct Your Applications to: Jobs-CF6@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 32/13 : **ASSITANT DIRECTOR: MEDICAL PAYMENTS REF NO: HR5/1/2/3/24**

SALARY : R487 197 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Accounting / Finance / Internal Audit / Informatics / Business Management (or Administration) / Operations Management / Public Administration / Health related qualification (Nursing/Occupational Therapy/Physiotherapy). Four 4 years' functional experience in financial services/medical aid/claims processing environment of which 2 years should be at a Senior Practitioner/Senior Administrative. Knowledge: Compensation Fund business strategies and goals. Public Service regulations, policies and procedures. Compensation Fund value chain and business process. COIDA, procedures and processes. Customer service (Batho Pele Principles). Operations systems. Risk awareness. Technical knowledge. General knowledge of the Public Service Regulation. Medical related Legislation & Regulatory Knowledge & Implementation. Legislative Requirements: COIDA, PFMA and National Treasury Regulations. Skills: Communication (verbal and written). Business Report Writing. Decision making. Conflict Management. Financial Management. Management Skills (e.g. Team leadership, Planning and Organising, Problem solving and analysis etc). Analysing and Interpreting information. Medical bill reviewing. Medical Policy Management. Medical aid knowledge (case management). Project Management and Planning. Information Analysis and Interpretation. Clinical risk mitigation Clinical coding. Quality Assurance and Improvement. Stakeholder Development and Management.

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 service providers. Management of all resources in the sub-directorate.

ENQUIRIES : Ms R Hariparsad Cell: 076 228 8306
APPLICATIONS : Direct Your Applications to: Jobs-CF7@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 32/14 : **ASSISTANT DIRECTOR: HR PLANNING AND EMPLOYMENT EQUITY REF NO: HR5/1/2/3/25**

SALARY : R487 197 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Undergraduate qualification (NQF Level 6) as recognized by SAQA in Human Resource Management/Personnel Management. PERSAL certificate in Establishment. 4 years' functional experience in Human Resource Administration (Employment Equity, Management of Establishment and HR Planning). 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). Legislative Requirement: Public Service Act. Public Service Regulation. Skills: Coaching and Mentoring. Conflict Management. Critical and Innovation Thinking. Inspire Commitment. People Management. Performance and Oversight. Programme/Project Management. Quality Assurance. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations. Vision & strategy.

DUTIES : Coordinate and manage Human Resource Operations Planning and Controls. Coordinate Human Resource Audits and Perform Human Resource reconciliation. Coordinate and facilitate the collection of data for Employment Equity (EE). Coordinate and maintain PERSAL establishment within the Fund. Manage of HR Records. Manage resources in the Sub-directorate.

ENQUIRIES : Mr B Mthombeni Cell: (060) 989 8301
APPLICATIONS : Direct Your Applications to: Jobs-CF8@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration
NOTE : Priority will be given to Persons with disability, Indians and Whites

POST 32/15 : **ASSISTANT DIRECTOR: TRADE CREDITORS REF NO: HR4/4/3/2ASDTC/UIF**

SALARY : R487 197 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : An undergraduate qualification in Accounting /Auditing / Business Information Systems and Economics at NQF Level 6 as recognized by SAQA. Four (4) years of experience of which two (2) years must be functional experience in Finance environment and two (2) years at a supervisory level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Relevant Financial Systems (AX-One, BAS, etc.). HR System (PERSAL). Financial Systems Skills: Accounting. Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.

DUTIES : Internal and External invoices paid within 30 days of receipt by the Fund. Monthly DEL Claim process and paid. Approved weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information. Improve Governance. Manage resources (Human, Financial, Equipment / Assets) in the sub-directorate.

ENQUIRIES : Mr V Nefale Tel No: (012) 337 1450
APPLICATIONS : email: Jobs-UIF14@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Planning Practices and Administration
NOTE : EE targets- Priority will be given to White Males, Females and Persons with disabilities are encouraged to apply.

<u>POST 32/16</u>	:	<u>ASSISTANT DIRECTOR: LABOUR CENTRE OPERATIONS (UIF) (X16 POSTS)</u> (3-Year Contract)
<u>SALARY CENTRE</u>	:	R605 742 per annum, plus 37% in lie benefits
	:	Labour Centre: Butterworth Ref No: HR 4/4/6/01 (X1 Post)
	:	Labour Centre: KuGompo Ref No: HR 4/4/6/02 (X1 Post)
	:	Labour Centre: eMaxesibeni Ref No: HR 4/4/6/03 (X1 Post)
	:	Labour Centre: Gqeberha Ref No: HR 4/4/6/04 (X1 Post)
	:	Labour Centre: Graaff-Reinet Ref No: HR4/4/6/05 (X1 Post)
	:	Labour Centre: Kariega Ref No: HR4/4/6/06 (X1 Post)
	:	Labour Centre: Komani Ref No: HR/4/4/6/07 (X1 Post)
	:	Labour Centre: KwaMaqoma Ref No: HR4/4/6/08 (X1 Post)
	:	Labour Centre: Lusikisiki Ref No: HR/4/4/6/09 (X1 Post)
	:	Labour Centre: Makhandla Ref No: HR/4/4/6/10 (X 1 Post)
	:	Labour Centre: Maletswai Ref No: HR 4/4/6/11 (X1 Post)
	:	Labour Centre: Mdantsane Ref No: HR 4/4/6/12 (X1 Post)
	:	Labour Centre: Mthatha Ref: HR 4/4/6/13 (X1 Post)
	:	Labour Centre: Nqanqarhu Ref No: HR 4/4/6/14 (X1 Post)
	:	Labour Centre: Nxuba Ref No: HR 4/4/6/15/ (X1 Post)
	:	Qonce Labour Centre Ref No: HR/4/4/6/16 (X1 Post)
<u>REQUIREMENTS</u>	:	An undergraduate qualification in Operations Management or Research/ Public Management or Administration/ Business Administration or Management/ Administrative Management/ Management/ Financial Accounting/ Finance at NQF Level 6 or 7 as recognized by SAQA. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be at a supervisory level. Valid driver's licence will be an added advantage. Knowledge: Treasury Regulations, Public Service Act (PSA), Public Service Regulation (PSR), Basic Condition of Employment Act, Public Financial Management Act, Protection of Personal Information Act. Skills: Driving skills, Computer, Report writing, People Management, Time Management, Communication (both verbal & written), Management, Customer Relations, Supervisory skills, Presentation skills, Numeracy skills, Analytic skills.
<u>DUTIES</u>	:	Facilitate the provision of UI claims and processing at a Labour Centre. Coordinate the quality assurance of UI applications, registrations and declarations, and follow-up with clients. Facilitate the provision of UI services to walk-in and online customers. Coordinate the administration of governance, compliance and risk matters for UI at the Labour Centre. Manage resources in the Division.
<u>ENQUIRIES</u>	:	Ms N Getyeza Tel No: (047) 491 0656 Mr M Njamela Tel No: (043) 702 7500 Ms L Nongena Tel No: (039) 254 7201 Mr V Sityana Tel No: (041) 506 5000 Mr S Mshumpela Tel: 049 892 2142 Ms W Koba Tel No: (041) 260 0606 Mr T Mgudane Tel No: (046) 645 7700 Ms N Ntlokwana Tel No: (046) 622 2104 Ms N Mtwa Tel No: (039) 253 1996 Ms N Tetyana Tel No: (045) 807 5477 Mr R Mbali Tel No: (051) 633 2633 Mr L Mduduma Tel No: (043) 761 3151 Ms S Zaula Tel No: (047) 501 5600 Ms N Mvanyashe Tel No: (045) 932 1077 Ms N Mkonto Tel No: (048) 881 3010 Mr LB Mduduma Tel No: (043) 718 8380
<u>APPLICATIONS</u>	:	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 IG Building Enesco House NR Hill and Church Streets, East London, 5201. Email: Jobs-ECELN@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X530, eMaXesibeni, 4735, Hand deliver at No 52 Church Street eMaXesibeni. Email: Jobs-ECMTA@labour.gov.za Deputy Director: Labour Centre Operations, Private Bag X6045, Gqeberha, 6000. Hand deliver at 116-134 Govan Mbeki Street, Central, VSN Building Gqeberha, 6000. Email: Jobs-ECPLZ@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 342, Graaff-Reinet, 6280, Hand deliver at 63 Church Street, Graaff-Reinet. Email: Jobs-ECGRN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 562, Uitenhage, 6230. Hand deliver at 15A Chase Street, Kariega. Email: Jobs-ECUHG@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 5320, Komani, 5320, Hand deliver at 10 Robinson Road, Komani. Email: Jobs-ECQTN@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, 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 342, Makhanda, 6140, Hand deliver at 20 High Street Makhanda. Email: Jobs-ECGTN@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 148, Maletswai, 9750, Hand deliver at 80b Somerset Street, Maletswai. Email: Jobs-ECALN@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 397, Nqanqarhu, 5780, Hand deliver at 1 Royal Road Nqanqarhu, 5480. Email: Jobs-ECMCR@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 38 Cradock, 5880, Hand deliver at 73 Frere Street Centre. Email: Jobs-ECCRD@labour.gov.za

Deputy Director: Labour Centre Operations, PO Box 260 Qonce 5600, Hand deliver at 41 Arthur Street Qonce. Email: Jobs-ECKWT@labour.gov.za

<u>POST 32/17</u>	:	<u>SENIOR ADMIN OFFICER: ADMIN SERVICES REF NO: HR 5/1/2/3/26</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF Level 6) as recognised by SAQA in Public Management / Public Administration / Office Administration / Business Administration / Business Management. Chartered Secretariat Certificate will be an added advantage. 2 years' functional experience in Executive Support / Administration Support within Support Services environment. Knowledge: Public Service Regulations. Governance / Monitoring and Assurance. COIDA. Batho Pele Principles. Technical knowledge. Administration procedures, techniques. Skills Development. Fund Governance and Risk Management. Budgeting and Financial Management. National Treasury Regulations. Legislative Requirements: Public service Act. Public Service Regulations. Skills: Report Writing. Project Management. Planning and Coordination. Communication Skills. Computer Literacy. Customer Services. Stakeholder Coordination. Recording and Scribing. Facilitation. Conflict Management. Planning & Organising. Interpersonal Relationship. Decision Making.
<u>DUTIES</u>	:	Coordinate the effective implementation of Compensation Fund (CF) improvement initiatives plans. Provide Secretariat Support and Liaise with all relevant stakeholders for sound relations between CF, the Ministry, Parliament. Coordinate licensee performance reporting. Supervision of Staff.
<u>ENQUIRIES</u>	:	Ms F Fakir Cell: 060 989 8326
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-CF9@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration.
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites.
<u>POST 32/18</u>	:	<u>SUPERVISOR: INBOUND REF NO: HR5/1/2/3/27</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF Level 6) as recognized by SAQA in Communications / Marketing Management / Business Administration / Management / Public Management / Administration / Contact Centre Management / Administrative Management. 2 years' functional experience in

		customer care environment. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PFMA, COIDA, POPIA, Promotion of access of Information Access, Public Service Act, Labour Relation Act, National Treasury Regulations). Digital Acumen/Call Centre Functionalities. Call Management. Query Management. Stakeholder Development and Management. Compensation Fund, policies, procedures, processes. Contact Centre vision and objectives. Contact Centre performance requirements. Customer service (Batho Pele Principles). Customer Care Processes and Procedures. Legislative Requirements: Public Service Regulation. Skills: Call management. Data Collection/Capturing. Coaching and Mentoring. Critical and Innovative Thinking. Direction Setting. Performance and oversight. Programme / Project Management. Quality Assurance. Knowledge Management. Risk Management. Service Delivery Innovation. Stakeholder Development & Relations.
<u>DUTIES</u>	:	Facilitate customer driven quality workflow processes for inbound services. Coordinate and ensure quality resolution of queries for inbound. Attend to all COID services queries and provide feedback. Supervise staff in the unit.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	:	Mr K Shaku Cell: 064 966 0224
	:	Direct Your Applications to: Jobs-CF15@labour.gov.za
	:	Sub-directorate: Human Resources Planning Practices and Administration
	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 32/19</u>	:	<u>SENIOR PRACTITIONER: ORGANIZATIONAL DEVELOPMENT REF NO: HR4/4/3/1SPOD/UIF (X3 POSTS)</u> (3-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum, plus 37% in lieu of benefits
	:	Unemployment Insurance Fund, Pretoria
	:	An undergraduate qualification in Management Services / Operations Management / Production Management / Industrial Engineering / Work Study / Industrial and Organizational Psychology at NQF Level 6 as recognized by SAQA. Two (2) years' experience in Organizational Development (OD) environment. 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 Amendments Act (UIA). Unemployment Insurance Contributions Act (UICA). Employment Equity Act (EEA). Organizational Design Job Evaluation/grading System. Work Study Techniques. DPSA Job Profile Guide. Skills: Financial Management. Communication. Computer Literacy. Time Management. Interpersonal. Report writing. Planning and Organizing. Analytical. Creative. Facilitation. Presentation.
<u>DUTIES</u>	:	Design and review the Organisational Structure. Conduct Job Evaluation Process within the fund. Implement Organisational structure, Legislations/Directives. Develop and facilitate signing of job profiles. Supervise resources in the Sub-Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr TF Makhanya Tel No: (012) 337 1545
	:	email: Jobs-UIF15@labour.gov.za
<u>POST 32/20</u>	:	<u>CHIEF SECURITY OFFICER REF NO: HR4/4/08/11</u> (One-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum, plus 37% in lieu of benefits
	:	Mmabatho Provincial Office
	:	Three (3) year National Diploma 9NQF6) / Undergraduate Bachelor Degree (NQF7) in Security/ security Risk Management. Grade B Security Certificate and PSIRA. One-year functional clerical / administrative experience in Security Training Services or Security Management Services. Knowledge: Departmental Policies and Procedures. Criminal Procedure Act. Tender Procedures. Safety and Security. Damage and Loss control. Supply Chain Management. Accommodation procedures. National Strategic Intelligence Act. National Key points Act. Firearms control Act. OHS Act. Access to Public premises and Vehicle Act. Public Finance Management Act. Labour Relations Act. Basic Conditions of Employment Act. Skills: Management Skills. Computer Literacy. Project Management. Innovative. Conflict Resolution and Negotiation. Diversity facilitation. Communication Skills.
<u>DUTIES</u>	:	Monitor the safety of officials and assets in the Department. Administer access control to the building. Manage control room and key control. Provide

		administration support services for the sub-directorate. Security standby ad after-hours inspection. Manage resources within the division.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Litheko Tel No: (018) 387 8128
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-ASDHRM-NW@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management
<u>POST 32/21</u>	:	<u>INBOUND AGENTS REF NO: HR 5/1/2/3/28</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum
	:	Compensation Fund, Pretoria
	:	Grade 12 Certificate. (NQF Level 4). No experience required. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PFMA, COIDA, POPIA, Promotion of access of Information Access, Public Service Act, Labour Relation Act, National Treasury Regulations). Digital Acumen/Call Centre Functionalities. Call Management. Query Management. Stakeholder Development and Management. Compensation Fund, policies, procedures, processes. Contact Centre vision and objectives. Contact Centre Performance requirements. Customer services (Batho Pele Principles). Customer Care Processes and Procedures. Legislative Requirements: None. Skills: Data Collection/Capturing. Call Management. Active listening. Critical and innovative Thinking. Quality Assurance. Service Delivery Innovation.
<u>DUTIES</u>	:	Attend to customer queries for Inbound services. Register and capture COID claims on the operational system. Perform continuous process improvements.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	:	Ms W Semahla, Cell: 064 965 8737
	:	Direct Your Applications to: Jobs-CF16@labour.gov.za
	:	Sub-directorate: Human Resources Planning Practices and Administration
	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 32/22</u>	:	<u>CLAIM PROCESSOR EXEMPTED EMPLOYERS REF NO: HR 5/1/2/3/29</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum
	:	Compensation Fund, Pretoria
	:	Grade 12 Senior Certificate. Undergraduate qualification (NQF level 6) as recognized by SAQA in Operations Management / Social Science / Public Administration / Public Management / Business Management / Business Administration / Administrative Management / Management / Financial Accounting / Cost and Management Accounting / Production Management / Internal Auditing / Human Resources Management / Nursing). None. Experience in a claims adjudication / social security / Insurance environment would be advantageous. Knowledge: Claims Administration. Claims Registration. Claims Investigations. Claims Management and Legal assessment and settlement. Claims Litigation. Claims Finalisation. 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). Customer Service (Batho-Pele). COIDA Tariffs. Human Anatomy/Biology. Medical terminology. Risk Awareness. Legislative Requirements: COIDA. Skills: Claims/Assessment /Settlement. Post claims management and settlement. Claims handling. Claim verification and validation. Conflict Management. Critical and Innovative Thinking. Communication. Quality Assurance. Service Delivery Innovation. Stakeholder Development & Relations.
<u>DUTIES</u>	:	Provide Register and acknowledge claims. Prepare Compensation claims benefits. Handle claims enquiries. Render administrative duties
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	:	Mr M Rakgoadi, Cell: 082 314 1994
	:	Direct your applications to: Jobs-CF17@labour.gov.za
	:	Sub-directorate: Human Resources Planning Practices and Administration
	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 32/23</u>	:	<u>SENIOR SECURITY OFFICER REF NO: HR4/4/08/10</u> (One-Year Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R280 278 per annum, plus 37% in lieu of benefits
	:	Mmabatho Provincial Office
	:	Matriculation/ Grade 12 / Senior Certificate plus Grade C Security Certificate and PSIRA. One-year functional experience in Security Services environment.

		Knowledge: Evacuation procedures. Minimum Information Security Standards. Batho Pele Principles. Public Service Regulations Act. Departmental Policies and Procedures. Criminal Procedure Act. Control of Access to Public Premises and Vehicle Act. Protection of Information Act. Disaster Management Act. Skills: Verbal and written communication. Interpersonal. Relations. Problem Solving. Conflict Management. Computer Literacy.
<u>DUTIES</u>	:	Ensure support of help desk information services. Monitor control room services. Monitor access control measures and procedures. Ensure delivered orders are accounted for and distributed to relevant recipients. Ensure safety of the building and assets in the building. Monitor and maintain key control system.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr UT Qambata Tel No: (018) 387 8195
	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho or email: Jobs-SPHRM-NW@labour.gov.za
<u>POST 32/24</u>	:	<u>PERSONNEL OFFICER: HR OPERATIONS REF NO: HR5/1/2/3/30</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Compensation Fund, Pretoria
	:	Matric/Grade 12 Certificate. A three-year qualification (NQF Level 6) as recognized by SAQA in Human Resource Management/Personnel Management and Certificate in introduction to PERSAL system will be added as advantage. 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. Customer Service (Batho Pele Principles). (MS Office package). DPSA guidelines on COIDA). PAJA. COIDA Act, Regulations and Policies. Legislative Requirements: Public Service Regulations. Public service Act. Employment Equity Act. Labour Relations Act. Promotion of Access to Information Act. Skills: Data integrity & Management. Data Gathering, Analysis. Data/Record Management. Computer Literacy. Interpersonal Relations. Communication (Written & Verbal).
<u>DUTIES</u>	:	Administer the filling of vacancies for the Fund. Administer HR Information system. Administer recruitment and selection activities. Safe keep HR records
<u>ENQUIRIES APPLICATIONS FOR ATTENTION NOTE</u>	:	Mr SV Radzuma/Ms CL Mashishi, Cell: 083 510 7469 & 066 473 3913
	:	Direct Your Applications to: Jobs-CF18@labour.gov.za
	:	Sub-directorate: Human Resources Planning Practices and Administration
	:	Priority will be given to Persons with disability, Indians and Whites
<u>POST 32/25</u>	:	<u>SENIOR ACCOUNTING CLERK: TRADE CREDITORS REF NO: HR4/4/3/1SACTC/UIF (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Unemployment Insurance Fund, Pretoria
	:	Matric/ Grade 12 certificate. 0 to 6 months experience. Knowledge: Public Finance Management Act (PFMA). Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Relevant Financial Systems (Ax-One, BAS, etc.). HR System (PERSAL). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Accounting. Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management. Compilation and processing of accurate payment vouchers within set and allocated timeframes. Monthly DeL claim process processed and paid. Compile weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information.
<u>DUTIES</u>	:	Compilation and processing of accurate payment vouchers within set and allocated timeframes. Monthly DeL claim process processed and paid. Compile weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ms AN Rabothata Tel No: (012) 337 1753
	:	email: Jobs-UIF16@labour.gov.za
	:	EE targets- Priority will be given to Indian Males and Females, White Males and Females as well as persons with Disabilities are encouraged to apply

<u>POST 32/26</u>	:	<u>SENIOR ACCOUNTING CLERK: TRADE CREDITORS REF NO: HR4/4/3/1SACTCUIF (X10 POSTS)</u> (3-Year Contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Matric/ Grade 12 certificate. 0 to 6 months experience. Knowledge: Public Finance Management Act (PFMA). Financial Management. Public Service Regulations (PSR). Public Service Act (PSA). Treasury Regulations. Generally Recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Relevant Financial Systems (Ax-One, BAS, etc.). HR System (Persal). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Accounting. Communication (Verbal and written). Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Creative. Financial Management.
<u>DUTIES</u>	:	Compilation and processing of accurate payment vouchers within set and allocated timeframes. Monthly DeL claim process processed and paid. Compile weekly and monthly reconciliations. Improved financial Management and accounting through planning, tracking, monitoring and reporting of achievements against set targets. Review of Financial Statements and Annual Report information.
<u>ENQUIRIES</u>	:	Ms AN Rabothata Tel No: (012) 337 1753
<u>APPLICATIONS</u>	:	email: Jobs-UIF17@labour.gov.za
<u>POST 32/27</u>	:	<u>REGISRTY CLERK: UIF REF NO: HR/4/4/2/50 (X2 POSTS)</u> (Three (3) year Contract)
<u>SALARY</u>	:	R237 453 per annum, plus 37% in lieu benefits
<u>CENTRE</u>	:	Provincial Office: Eastern Cape
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate. No experience required. Valid driver's licence will be an added advantage. Knowledge: National Archives Act, Public Service Regulations, Public Service Act, Public Finance Management Act, Batho Pele Principles, Record Management. Skills: Communication, Listening, Computer literacy, Time Management, Interpersonal, Planning Organizing.
<u>DUTIES</u>	:	Provide counter services. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Process documents for archiving and/or disposal.
<u>ENQUIRIES</u>	:	Mr. TM Ramatsetse Tel No: (043) 701 3000
<u>APPLICATIONS</u>	:	Acting Chief Director: Provincial Operations: Private Bag 9005, East London, 0001 or hand deliver at No 3 Hill Street, East London. Email: Jobs-EC9@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management
<u>POST 32/28</u>	:	<u>SECURITY OFFICER REF NO: HR5/1/2/3/31</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12 (NQF Level 4). Private Security Industry Regulatory Authority Grade C certificate is required. Knowledge: Knowledge of relevant Regulations, Law and Legislation (PSIRA, PFMA, MPSS, OHS, MISS, Firearm Control Act, Occupational Health and Safety Act (OHS), Criminal Procedure Act). Data and Records Management. Physical Investigations. Ethics and Governance. Risk & Control. Policy and Compliance. Compensation Fund objectives. Fund policies, procedure and processes. Customer Services (Batho Pele Principles). Security Risk Awareness. Security Operations. Legislative Requirement: Control of Access to Public Premises and Vehicle Act (Act 53 of 1985). Minimum Information Security Standard. Minimum Physical Security Standard. Skills: Security operations. Investigation skills. Conflict Management. Communication. Quality Assurance. Risk Management. Service Delivery Innovation.
<u>DUTIES</u>	:	Conduct security control in accordance to policy and procedure. Provide security for equipment, building and premises. Adhere to patrolling procedure
<u>ENQUIRIES</u>	:	Ms CF Mnguni Cell: 082 379 9348
<u>APPLICATIONS</u>	:	Direct your applications to: Jobs-CF19@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration
<u>NOTE</u>	:	Priority will be given to Persons with disability, Indians and Whites

<u>POST 32/29</u>	:	<u>SECURITY OFFICER REF NO: HR4/4/3/1SO/UIF</u>
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	Grade 12. Grade C. No experience. Registered with Private Security Industry Regulatory Authority (PSIRA). Knowledge: Access to Public premises and vehicles Act. Private Security Industry Regulatory Authority Procedures. Evacuation Procedures. Minimum Information Security Standard (MISS). Minimum Physical Security Standards (MPSS). Batho Pele Principles. Public Service Regulation Act (PSR). Departmental policies and procedures. Skills: Verbal and written communication. Problem solving skills. Analytical skills. Computer skills. Good Interpersonal relations skills. Communication skills. Customer Care skills.
<u>DUTIES</u>	:	Provide Physical security services. Render information security services. Render access to the building and key control.
<u>ENQUIRIES</u>	:	Ms KM Thobejane Tel No: (012) 337 1651
<u>APPLICATIONS</u>	:	email: Jobs-UIF18@labour.gov.za
<u>NOTE</u>	:	EE targets- Priority will be given to Indian Males and Females, White Males and Females as well as persons with Disabilities are encouraged to apply
<u>POST 32/30</u>	:	<u>SECURITY OFFICER (X103 POSTS)</u> (One-Year Contract)
<u>SALARY</u>	:	R201 093 per annum, plus 37% in lieu of benefits
<u>CENTRE</u>	:	Labour Centre: Provincial Office Ref No. HR4/4/08/1 (X13 Posts) Labour Centre: Brits Ref No. HR4/4/08/02 (X13 Posts) Labour Centre: Mafikeng Ref No: HR4/4/08/03 (X13 Posts) Labour Centre: Rustenburg Ref No: HR4/4/08/04 (X13 Posts) Labour Centre: Lichtenburg Ref No: HR4/4/08/05 (X11 Posts) Labour Centre: Klerksdorp Ref No: HR4/4/08/06 (X10 Posts) Labour Centre: Taung Ref No: HR4/4/08/07 (X10 Posts) Labour Centre: Mogwase Ref No: HR4/4/08/08 (X10 Posts) Labour Centre: Potchefstroom Ref No: HR4/4/08/09 (X10 Posts)
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate and Grade C Security Certificate (PSIRA). Twelve (12) months security experience. Knowledge: Access to Public Premises and Vehicles Act. Evacuation procedures. Minimum Information Security Standards. Private Security Industry Regulatory Authority (PSIRA) Procedures. Batho Pele Principles. Public Service Regulations Act. Departmental Policies and Procedures. Skills: Verbal and written communication. Interpersonal Relations. Problem Solving. Listening. Computer Literacy. Planning and Organising. Analytical.
<u>DUTIES</u>	:	Control access in and out of the Labour Centre and Provincial Office. Secure the flow of information and assets within the Labour Centre and Provincial Office. Conduct security patrols of the building and offices to ensure the safety of employees and clients. Conduct internal investigations and enforce security rules and regulations.
<u>ENQUIRIES</u>	:	Mr A Viljoen Tel No: (018) 387 8195
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at Provident House, University Drive, Mmabatho Email: Jobs-SPER-NW@labour.gov.za (Provincial Office) Email: Jobs-SPHRD-NW@labour.gov.za (Brits) Email: Jobs-NW3@labour.gov.za (Mafikeng) Email: Jobs-NW011@labour.gov.za (Rustenburg) Email: Jobs-NW013@labour.gov.za (Lichtenburg) Email: Jobs-NW015@labour.gov.za (Klerksdorp) Email: Jobs-NW8@labour.gov.za (Taung) Email: Jobs-NW@labour.gov.za (Mogwase) Email: Jobs-NW9@labour.gov.za (Potchefstroom)
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management