

**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** : 01 July 2024 at 16:00
- NOTE** : All attachments for online application must including Z83 be in PDF and in one (1) file, 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. Failure to do so, your application will be disqualified. Instructions: 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 application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. Unless indicated, the Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate (s) should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<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. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

**MANAGEMENT ECHELON**

- POST 21/07** : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: HR 5/1/2/3/54**
- SALARY CENTRE** : R1 436 022 per annum, (all inclusive)  
: Compensation Fund, Pretoria

- REQUIREMENTS** : A relevant B. Degree/ B-Tech qualification (NQF level 7) in Human Resource Management/ Industrial Psychology/ (Business/ Public) Administration/ Law/ Communications. Relevant postgraduate (NQF 8) is advantageous. 5 years' functional experience at Senior Management level in Corporate Services environment. Experience in Human Resource Management, Organisational effectiveness and development, Communication and Law. Experience in Financial Service, especially Compensation Benefits, Medical services, Pension administration will be a distinct advantage. Knowledge: Compensation fund policies, procedures and processes. Customer service principles (Batho-Pele Principles). Human Resource Management Principles. Government communication information system guidelines (Corporate Identity Guideline). Organisational effectiveness methods and principles. Customer Relationship Management. Relevant stakeholder. Technical knowledge. Fund Governance and Risk Management. Budgeting and Financial Management. Public Service Act. Promotion of Personal Information Act. Public Service Regulations. COIDA. Legislative Requirement: PFMA. National Treasury Regulations. Promotion of Access to Information Act. Constitution Act. Occupational Health and Safety Act (OHS). LRA, EE Act, SDA & BCEA. Skills: Strategic Capability and Leadership. Communication (verbal and written). Business Writing. Analytical thinking. Problem solving and Analysis. Knowledge management. Planning and organising. Diversity management. People development and empowerment. Project or programme management. Financial management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Client Orientation and Customer Focus. Communication.
- DUTIES** : Provide strategic direction and oversee the management of Human Resource Management services for the Fund. Oversee and manage organisational effectiveness and development for the Fund. Ensure provision of effective and efficient Marketing, Communication services and stakeholder relation. Oversee the provision of legal services. Manage the operations and resources (human, finance, Equipment, Assets) of the Chief Directorate.
- ENQUIRIES** : Ms F Fakir Tel No: (012) 406 5723
- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/08** : **CHIEF DIRECTOR: MEDICAL BENEFITS REF NO: HR 5/1/2/3/55**  
(Re-advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 436 022 per annum, (all inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : MBCHB Degree, or any NQF 7 in Healthcare and Allied Health Related qualification/ or Bcom Accounting/ Business Science/ Bachelor of Science in Finance. Minimum 5 years' appropriate experience in Senior Management Service level in Medical Claims processing environment. 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 process. Public Service Regulations. Relevant stakeholders. Customer Service (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.
- DUTIES** : 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.

**ENQUIRIES** : Ms F Fakir Tel No: (012) 319 9495

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/09** : **DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR 5/1/2/3/56**

**SALARY** : R1 216 824 per annum, (all inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Human Resources Management/Labour Relations/Industrial Psychology/ Human Resource Development. 5 years' functional experience at middle managerial level in Human Resource Management/ Development/ Performance Management/ EHWP/ Employee Relations and HRPPA environment. Knowledge Constitution Act 108 of 1996 (amended). Compensation fund policies, procedures and processes. Talent Management and Succession in planning. Remuneration and Benefits. Human Resources Management practices and principles. Human Resource across broad range of functional area. COIDA. Customer service principles (Batho –Pele principles). Technical knowledge. Customer Relationship Management. Budgeting and Financial Management. Labour Relation Act. Employment Equity Act. Skills Development Act. Basic Condition of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement policy framework. Legislative Requirement: 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 Ethics and Self-management. Business Acumen and leadership. Environmental Awareness.

**DUTIES** : Manage human resource management services for the Fund. Manage the implementation of integrated performance management, training and development management in the Fund. Manage the employee relation services in the Fund. Manage the provision of employee health and wellness programmes as well as occupational health and safety programmes for the Fund. Oversee HR Administration in the Provinces. Manage all resources of the Directorate.

**ENQUIRIES** : Ms SBN Mhlungu Tel No: (012) 406 5723

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/10** : **DIRECTOR: EMPLOYER SERVICES REF NO: HR 5/1/2/3/57**

**SALARY** : R1 216 824 per annum, (all inclusive)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Undergraduate qualification (NQF Level 7) in Accounting/Finance/Business. 5 years' functional experience at middle management level in underwriting group insurance or employer registration and assessment raising environment. Knowledge: Compensation fund policies, procedures and processes. Customer service principles (Batho Pele Principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Extensive knowledge and understanding of Treasury Audits. Public service regulations Act. Public service Act. Extensive knowledge of internal controls and auditing principles. Legislative Requirement: COIDA. Constitution Act of SA. National Treasury Regulation. Public Finance Management Act (PFMA). Promotion of Access to Information Act. Protection of Personal Information Act. Basic Conditions of Employment

- Act. Occupational Health and Safety Act. Unemployment Insurance Act. Unemployment Insurance Contributions Act. Skills: Strategic leadership. Technical proficiency. Business Writing. Communication (verbal and written). Planning and organising. Problem Solving and Decision making. Analytical thinking. People Management and Empowerment. Client Orientation and Customer Focus. Programme management. Environmental Awareness. Financial Management.
- DUTIES** : Manage and monitor the registration of employers in accordance with the COID Act. Manage and monitor the assessment of employers in accordance with the COID Act. Manage and monitor the employer compliance in accordance with the COID Act. Manage the operations Directorate. Manage resources within the Directorate.
- ENQUIRIES APPLICATIONS** : Mr JS Soupen at 064 694 7728  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/11** : **DIRECTOR: INTERNAL AUDIT REF NO: HR 5/1/2/3/58**  
(Re-Advertisement candidates who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all inclusive)  
: Compensation Fund, Pretoria  
: 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. 5 years' working experience at Middle/Senior management level in Internal Audit environment. Institute of Internal Auditors Membership a pre-requisite. Knowledge: Compensation Fund Policies, Procedures, Processes. Performance Audit Standards. Customer Relationship Management. Fund Governance and Risk 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; Problem solving. Planning and organising; Team leadership; External Environmental Awareness.
- DUTIES** : 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 to the Fund. Manage and maintain quality assurance and improvement program that covers all aspects of the internal audit activity. Manage resources in the Directorate.
- ENQUIRIES APPLICATIONS** : Ms F Fakir Tel No: (012) 319 9495  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/12** : **DIRECTOR: REHABILITATION AND RE-INTEGRATION REF NO: HR 5/1/2/3/59**  
(Re-Advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all inclusive)  
: Compensation Fund, Pretoria  
: Bachelor of Science (NQF 7) in Occupational Therapy/ Physiotherapy as recognized by SAQA. Post Graduate Diploma in Occupational Health /

Vocational Rehabilitation will be an added advantage. Registration with HPCSA. 5 Years of functional experience at a middle/senior management level in a Rehabilitation and Re-integration environment. Knowledge: DEL and Compensation Fund business strategies and goals. Public Service Act. Public Service Regulations. Customer Service (Batho Pele Principles). Risk Management and Corporate Governance. Budgeting and Financial Management. Required IT knowledge. Integrated National Disability Strategy. Legislative Requirement: COIDA Act. Promotion of Equality and Prevention of Unfair Discrimination Act. PFMA. National Health Act. Health Act. Allied Health Profession Act. Skills: Rehabilitation. Strategic Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. Decision Making. Work Ethic and Self-management. Medical skills. Environment Awareness.

**DUTIES** : Design and implement a Rehabilitation and Re-Integration Programme for COIDA patients. Develop and monitor the implementation of the rehabilitation, re-integration and early return to work policy (RTW) strategies, protocols and policies. Provide support to Provincial Disability Management and Medical Case Coordination Functions. Manage resources within the Directorate.

**ENQUIRIES APPLICATIONS** : Ms N Magonono at (060) 983 2510  
 : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF12@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/13** : **DIRECTOR: FINANCIAL REPORTING REF NO: HR 5/1/2/3/60**  
 (Re-Advertisement, applicants who previously applied are encouraged to re-apply)

**SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all inclusive)  
 : Compensation Fund, Pretoria  
 : Undergraduate qualification (NQF level 7) in Accounting/ Finance/ Business Management or (Administration). 5 years' functional experience at middle management level in Financial management environment. Knowledge: Compensation Fund policies, procedure, processes. Technical knowledge. Relevant stakeholders. Financial management models processes and techniques. Data and records management. Customer Service (Batho Pele principles). Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Public Service Regulation. Public Service Act Legislative Requirement: National Treasury Regulations. Public Finance Management Act (PFMA). White paper on transforming of public services Skills: Technical proficiency. Communication (verbal and written). Managing inter-personal conflict. Problem solving. People and Performance Management. Planning and organising. Analytical thinking. Team leadership. Negotiation. Program and Project Management. Financial Management.

**DUTIES** : Manage the implementation and compliance of legislative prescripts, policies and procedures within Financial Reporting Directorate. Manage the operations of the financial system and its sub modules to ensure complete and accurate financial reporting. Manage a process of compliance with statutory requirements, audit and the policies and procedures management processes. Management of the resources in the Directorate.

**ENQUIRIES APPLICATIONS** : Mr MP Mokoena at 083 744 6233  
 : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF13@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/14** : **DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: HR 5/1/2/3/61**  
(Re-Advertisement, applicants who previously applied are encouraged to re-apply)

**SALARY** : R1 216 824 per annum, (all inclusive)  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Supply Chain Management/ Economics/ Finance/ Financial Management. 5 years' functional experience at middle management level in Supply Chain Management environment. Knowledge: Compensation Fund policies, procedure and processes. Customer Service principles (Batho Pele principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and Financial Management. Understanding of supply chain management policies and procedures. Understanding of the white paper on the transformation of public service. Public Service Regulations (PSR). Public Service Act. COIDA. BBBEE and BBBEE codes. Generally Recognized Accounting Practices (GRAP). Protection of personal Information Act (POPI). Legislative Requirement: PPPFMA (Preferential procurement Policy Framework. Public Finance Management Act (PFMA). National Treasury regulations. Promotion of Access to Information Act. Protection of Personal Information Act (POPI). Skills: Technical proficiency. Business Writing Skills. Communication (verbal and written). Problem Solving and Decision making. People Management and Empowerment. Customer Focus and Responsiveness. Managing inter-personal conflict. Financial management. Decision making and problem solving. Programme management. Environment Awareness.

**DUTIES** : Develop and manage the demand and acquisition processes. Develop manage and maintain logistical information and supply chain management performance of the fund. Provide effective movable assets and liability management services. Manage all resources of the Directorate.

**ENQUIRIES** : Mr MP Mokoena at (083) 744 6233  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF14@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/15** : **DIRECTOR: COMPENSATION BENEFITS REF NO: HR 5/1/2/3/77**

**SALARY** : R1 216 824 per annum, (all inclusive)  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Undergraduate qualification (NQF level 7) in Business Management/Administration/Law/Financial Management/Accounting. 5 years' functional experience at middle management level in beneficiary services/ Insurance/Financial Management environment. Knowledge: Compensation fund policies, procedures and processes. Customer Service principles (Batho Pele Principles). Technical knowledge. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Public service regulations Act. ILO Conventions. Legislative Requirement: COIDA.PFMA. National Treasury regulations. Occupational Health and safety Act (OHS). Promotion of Access to information Act. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Recognition of Customary Marriages Act) Skills: Technical proficiency. Business Writing. Communication (verbal and written). Planning and organising. Problem Solving and decision making. People Management and Empowerment. Client Orientation and Customer focus. Programme management. Environmental Awareness.

**DUTIES** : Provide strategic management of the Compensation benefits. Oversee the monitoring of exempted employers. Oversee the monitoring of SCSF projects for prevention of accidents. Manage the administration of local and foreign pensions. Establish and maintain the stakeholder relationship in relations to compensation and pensions functions. Manage all the resources of the Directorate.

**ENQUIRIES** : Mr J Soupen Tel No: (012) 406 9239

- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF1@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/16** : **DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/8/86**
- SALARY** : R1 216 824 per annum, (all inclusive)
- CENTRE** : Provincial Office: Northern Cape
- REQUIREMENTS** : An undergraduate qualification in Operations Management/ Operational Research/ Public Management/ Public Administration/ Business Administration/ Business Management/ Finance at NQF Level 7 as recognized by SAQA. Pre-entry certificate into Senior Management Leadership Services. Five (5) Years' middle management experience in Operations/ Social Security/ Insurance Operations environment. Knowledge: Public Service Act (PSA). Public Service Regulations (PSR), Public Finance Management Act (PFMA), Employment Equity Act (EEA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA). Legislative Requirements: Unemployment Insurance Contribution Act (UICA), Unemployment Insurance Act (UIA), Skills: Communication (Verbal and Written), Computer Literacy, Presentation, Report Writing, Policy Development, Organizing and Planning, Financial Management, Problem Solving, Interpersonal. Behavioural Attributes: Assertive, Flexible, Supportive, Team Player, Innovative/ creative, Visionary, Responsiveness, Committed, Persuasive Communicator.
- DUTIES** : Manage the provision of operations services in the province and Labour Centres, Lead the provision of a comprehensive financial administration in the province and Labour Centres, Manage the provision of Unemployment Insurance Services within the Province and Labour Centres. Manage all the resources within the Directorate (Human, Finance and Equipment/ Assets).
- ENQUIRIES** : Mr ZL Albanie Tel No: (053) 838 1502
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
- FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley

#### **OTHER POSTS**

- POST 21/17** : **DEPUTY DIRECTOR: COID SERVICES REF NO: HR4/4/5/77**
- SALARY** : R1 003 890 per annum, (all inclusive)
- CENTRE** : Provincial Office: Kwazulu-Natal
- REQUIREMENTS** : Three- year (3) tertiary qualification in Public Management/ Business Management/ Public Administration/ Business Administration/ Administrative Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/Auditing/ HRM/ Nursing. Experience: 5 years' functional experience in a claims / medical insurance processing environment of which 2 years at Assistant Director level in processing environment. Knowledge: COIDA Guidelines on application of COID (for government departments) Public service regulations. Public Service Act. Basic conditions of Employment Act (BCEA). Employment equity Act (EEA). Promotion of Administrative Justice Act (PAJA). DeL and Compensation Fund business strategy and goals. Compensation Fund Value Chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Services (Batho Pele Principles) Technical knowledge. Skills: Leadership, Financial Management, Change Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem solving and analysis, Decision Making, People management and empowerment (including developing others) communication (written and verbal) Risk Management, Computer literacy, Business writing, client orientation and customer focus, conflict management.
- DUTIES** : Manage efficient provision and coordination of compensation benefits in the province. Manage the operations of COID Business Unit in the Province. Provide operational and technical support to Processing Labour Centres within

the Province. Manage stakeholder engagements for COID within the Province. Manage human, financial and physical resources of the Sub – directorate.

**ENQUIRIES** : Dr N Kahla Tel No: (031) 366 2033

**APPLICATIONS** : Chief Director: Provincial Operations. PO Box 940 Durban or hand deliver to 267 Anton Lembede Street, Durban, 4000.

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

**POST 21/18** : **DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR 4/4/06/01**

**SALARY** : R1 003 890 per annum, (all inclusive)

**CENTRE** : Mmabatho Provincial Office

**REQUIREMENTS** : Three (3) year tertiary qualification (NQF Level 6) in Operations Management/Operational Research/Public Management/ Business Administration/ Public Relations Administration/ Public Administration /Administration Management/ Finance. Valid driver's license. Five (5) years' experience of which three (3) must be functional experience in Unemployment Insurance Operations environment and two (2) years must be management experience. Knowledge: Public Service Regulation (PSR), Unemployment Insurance Fund and Contribution Act, Public Finance Management Act (PFMA), Batho Pele Principles, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Public Service Regulations (PSR). Skills: Leadership, Management, Report writing (Advance), Computer Literacy, Team Building, Project management, Analytical, Communication, Innovative/ Creative.

**DUTIES** : Manage Employer Services functions in the province. Manage assessment, services and local appeals and complaints, Monitor the provision of Generals Support and Registry Services. Manage the provision of comprehensive financial administration in the province. Manage resources in the Sub-Directorate.

**ENQUIRIES** : Mr MO Maluleke Tel No: (018) 387 8186

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

**POST 21/19** : **MEDICAL OFFICER: OCCUPATIONAL MEDICINE (GRADE 1-2) REF NO: HR 5/1/2/3/66 (X2 POSTS)**

**SALARY** : R949 146 – R1 182 183 per annum, (OSD)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : MBCHB Degree. Registration with HPCSA. Minimum 5 years' appropriate experience gained in an occupational health environment after registration with HPCSA as a medical practitioner. Knowledge: Compensation fund business strategies and goals. Directorate goals and performance requirements. Constitution Act 108 of 1996 (as amended). Public Service Regulations. Public Service Act. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Customer Services (Batho Pele Principles). Technical knowledge. Legislative Requirement: COIDA Act. Occupational Health and Safety Act (OHS). National Health Act and related Regulations. Skills: Required Technical Proficiency/Medical skills. Business Writing Skills. Required IT Skills. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organizing. Problem Solving and Analysis. People Empowerment. Client Orientation and Customer focus. Communication.

**DUTIES** : Research and conduct benchmarking on Occupational Medicine standard and protocols. Develop policies and guideline on occupational injuries and diseases. Analyses and report on occupational diseases/medicine trends. Assist in establish and maintaining mutually-beneficial relationship with key stakeholders in Occupational Medicine and related field. Provide technical advice and expertise on all medical aspects of Compensation claims.

**ENQUIRIES** : Dr L Motsepe at 064 864 7482

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF19@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.



**POST 21/20** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: HR4/4/3/2/DDIA/UIF**

**SALARY** : R849 702 per annum, (all inclusive)  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Internal Auditing / Auditing / Accounting at NQF Level 6 as recognized by SAQA. Professional Internal Auditor Certificate – PIA as an added advantage. General Internal Auditor Certificate - GIA as an added advantage. Certified Internal Auditor-CIA as an added advantage. Five (5) years of experience of which two (2) years must be functional experience in Internal Audit environment and three (3) years' experience at Assistant Director level. Drivers licence. Registered with the Institute of Internal Auditors (IIA) and or Information Systems Audit and Control Association (ISACA). Knowledge: Public Finance Management Act (PFMA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). Conflict Management. Treasury Regulations. Audit Techniques. Policy Analysis and Development. Unemployment Insurance Act (UIA). Labour Relations (LRA). Unemployment Insurance Contributions Act (UICA). Auditor – General processes and procedures. Promotion of Access of Information (PAIA). Protected Disclosure Act, 2000. Skills: Communication. Coordination. Presentation. Problem Solving. Planning and Organizing. Computer Literacy. Management. Interpersonal. Report Writing. Analytical. Disciplined.

**DUTIES** : Develop three year rolling and annual risk based audit plans. Manage a strategic risk based audit plan in the fund. Monitor the undertaking of consulting and assurance services. Manage the provision of support services to the internal audit committee. Liaise with external auditors on the audit scope coverage. Manage resources (human, finance, assets) in the internal audit section.

**ENQUIRIES** : Ms TN Mthlale Tel No: (012) 337 1121  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 21/21** : **DEPUTY DIRECTOR: MAINTENANCE MANAGEMENT REF NO: HR4/4/3/2/DDMM/UIF**

**SALARY** : R849 702 per annum, (all-inclusive)  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : Three-year tertiary qualification (NQF Level 6) in Property Management / Facility Management / Public Administration or Management. Five (5) years' experience of which three (3) years must be functional experience in Maintenance Management environment and two (2) years must be junior managerial experience (Assistant Director) in Maintenance Management. Knowledge: Public Finance Management Act (PFMA). Facilities Management/ Maintenance. Occupational Health and Safety Act (OHSA). Property / Facility Management. Supply Chain Management. Skills: Financial Management. Analysis. Problem solving, Project Management. Presentation, Planning and organizing. Communication (verbal and writing). Computer Literacy. Report writing.

**DUTIES** : Manage and maintain provisioning of Facilities Management Services of UIF properties. Monitor the provision of general maintenance, cleaning and parking services. Monitor and maintain switchboard and reception services. Manage resources in the Sub-Directorate.

**ENQUIRIES** : Ms MM Ramoshaba Tel No: (012) 337 1412  
**APPLICATIONS** : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 21/22** : **DEPUTY DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/2/DDRPD/UIF**

**SALARY** : R849 702 per annum, (all-inclusive)  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : An undergraduate qualification in Social Science/ Public Administration or Management / Development Studies / Public Policy / Social Security Administration at NQF Level 6 as recognized by SAQA. Five (5) years'

experience of which three (3) years must be functional experience in Research and Policy Development and three (3) years' experience at Assistant Director level. Knowledge: Policy Analysis, Development and Management. Research Management. Quality Management. Project Management. Basic Conditions of Employment Act (BCEA). Labour Relation Act (LRA). Skills: Report writing. Project Management. Diversity Management. Policy Analysis, Development and Management. Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, PowerPoint and Statistical Software such as SPSS). Communication. Research Methodology. Conflict Management. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing.

**DUTIES** : Monitor policy development processes in UIF. Manage policy review in UIF. Manage research studies for UIF. Manage resources in the Sub-Directorate.

**ENQUIRIES** : Mr OJ Maluleke Tel No: (012) 337 1672

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

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

**POST 21/23** : **SENIOR LEGAL ADMINISTRATIVE OFFICER: (MR-6) REF NO: HR 5/1/2/3/62**

**SALARY** : R556 356 – R1 314 666 per annum, (OSD)

**CENTRE** : Compensation Fund, Pretoria

**REQUIREMENTS** : Four-year qualification in LLB/BPROC/BCOM LAW/BA LAW. 8 years' appropriate post qualification legal experience. Admission as an Advocate or Attorney of the High Court of South Africa. Knowledge: Compensation fund business strategies, policies and procedures. Performance Audit standards. Customer Relationship Management. Fund Governance and Risk Management. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: COIDA Act. Public service Act. Occupational Health and Safety Act (OHS). Public Finance Management Act. Treasury Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Constitution of RSA. Road Accident Fund (RAF). Unemployment Insurance Act (UIA). Public Service Regulations. LRA, EE Act, SDA & BCEA. 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.

**DUTIES** : Draft and vet contracts 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.

**ENQUIRIES** : Adv LA Shokane at 067 415 4027

**APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF15@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/24** : **SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: HR4/4/3/2/SLAO/UIF**

**SALARY** : R556 356 - R1 314 666 per annum, (OSD)

**CENTRE** : Unemployment Insurance Fund, Pretoria

**REQUIREMENTS** : Four (4) year degree in Law (LLB/ B. Proc). At least Eight (8) years Legal Services experience (OSD). Admitted as an Attorney /Advocate. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Promotion of administration Justice Act (PAJA). Promotion of Access to Information Act (PAIA). Criminal Procedure Act. Law of evidence. Constitutional law. Constitution of the Republic of South Africa. Unemployment Insurance Contribution Act (UICA). Unemployment Insurance Act (UIA). Labour Relations Act (LRA). Litigation Procedures. Skills: Communication. Listening. Computer Literacy. Time management. Report writing. Planning and Organizing. Liaison.

Diplomacy. Policy Development. Report writing. Networking. Interviewing. Financial management. Project Management. Strategic Planning. Negotiation.

**DUTIES** : Provide necessary and professional legal advice and support in the Fund. Provide legal strategies direction to obtain maximum impact on the Fund's service delivery. Draft, review and amend legislation, policies, regulations, contracts, memoranda of understanding, service level agreements and other legal bidding documents for the Fund. Facilitate the promotion of an effective relationship and with all stakeholders.

**ENQUIRIES APPLICATIONS** : Adv. LD Mkhonto Tel No: (012) 337 1775  
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 21/25** : **ASSISTANT DIRECTOR: UI OPERATIONS REF NO: HR 4/4/06/02**

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum  
: Mmabatho Provincial Office  
: Three (3) year tertiary qualification (NQF Level 6) in Operations Management/Public Management/ Business Administrations/Public Administration/ Administration Management/ Public Relations Management/Financial Management. Valid Driver license. Four (4) years' experience of which two (2) years must be functional experience in Operations environment and two (2) years must be supervisory experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Treasury Regulations, Basic Conditions of Employment Act (BCEA), Public Service Regulation (PSR), Public Service Act (PSA), Public Finance Management Act (PFMA). Skills: Communication (Both Verbal and Written), Computer, Time Management, Customer Relations, People Management, Report writing, Supervisory Skills.

**DUTIES** : Facilitate the employer services function in the province. Coordinate the provision of assessment. validation and adjudication of claims. Facilitate registry service in the province. Coordinate local appeals and complains in the province, Coordinate General Support. Manage resources in the Unit.

**ENQUIRIES APPLICATIONS** : Mr MO Maluleke Tel No: (018) 387 8186  
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

**POST 21/26** : **PRINCIPAL INSPECTOR: EMPLOYER AUDIT REF NO: HR 4/4/06/03**

**SALARY CENTRE REQUIREMENTS** : R552 081 per annum  
: Mmabatho Provincial Office  
: Three (3) years relevant tertiary qualification in Labour Relations Management / BCOM Law/LLB/Internal Audit. A valid driver's licence Two. (2) years supervisory experience. Two (2) years functional experience in Auditing/financial management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and organizing, Computer Literacy, Interpersonal, Problem Solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

**DUTIES** : Monitor the implementation of UIA and COIDA strategy programs. Implement the systems that provide expert advice on sector specific UIA & COIDA matters. Control the process that monitor and evaluate impact of UIA & COIDA programs. Monitor the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments.

**ENQUIRIES APPLICATIONS** : Mr MO Maluleke Tel No: (018) 387 8186  
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

**POST 21/27** : **PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR 4/4/6/185**

**SALARY CENTRE** : R552 081 per annum  
: Labour Centre: Lephalale

- REQUIREMENTS** : Three (3) year National Diploma (NQFL 6) / Undergraduate Degree (NQFL 7) in Electrical Engineering, Four (4) years functional experience in Electrical Engineering services and a valid driver's license. Knowledge: Departmental Policies and Procedures, Batho Pele principles, Public Service Act and Regulations, OHS Act and Regulations, OHSAS, OHS standards, OHS Management System SKILLS: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Communication (verbal & written), Innovative, Analytical, Research, Project management.
- DUTIES** : Provide inputs into the development of Electrical Engineering Policies and ensure implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS Legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS programme. Conduct technical research on latest trends of Electrical Engineering in terms of Occupational Health and Safety. Provide support for enforcement action including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Ms. Lebogo SM Tel No: (015) 290 1662  
: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Polokwane
- POST 21/28** : **ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/67 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Compensation Fund, Pretoria  
: Three years' qualifications in Commerce/Law. 4 years' functional experience in Fraud Investigation. Knowledge: Compensation fund regulations, policies and procedures. Customer Service principles (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum information security standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Compensation Fund information technology operating systems. Understanding of Fraud and corruption processes. Legislative Requirement: National intelligence Act. Protection of information Act. Criminal procedure Act. PFMA and National Treasury Regulations. COIDA. Public service regulations. Promotion of Access to information Act. Skills: Client orientation and customer focus. Communication (verbal and written). Campaign management. People and performance management. Problem solving and analysis. Planning and organizing. Knowledge management. Negotiation. Decision making. People management. Computer literacy. Research skills.
- DUTIES** : Implement the fraud investigation policy, strategy and procedure within the Fund. Coordinate the execution of Fraud investigation plans. Conduct analysis on cases received. Supervision of staff.
- ENQUIRIES APPLICATIONS** : Ms N Nozigwaba Tel No: (012) 406 5689  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF20@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/29** : **ASSISTANT DIRECTOR: PROJECTS REF NO: HR 5/1/2/3/68**
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Compensation Fund, Pretoria  
: Three years' tertiary qualifications in Business Administration/Project Management/Development Studies/Information Technology. Project Management certificate will be an added advantage. 4 years' functional experience in project co-ordination and management of which 2 years should be supervisory experience. Knowledge: Compensation fund business strategies and goals. Monitoring and Evaluation platform. Project management principles and methodologies e.g. Ms projects etc. COIDA. Customer Service (Batho Pele principles). Public policy and framework Legislative Requirement: Public finance Management Act (PFMA). Public service regulations Act. Treasury regulations. Occupational Health and Safety Act (OHS). Promotion of Access to information Act. PAJA. The constitution of RSA. Labour Relations

Act. Employment Equity Act. Skills Development Act. Basic Conditions of Employment Act. Skills: Programme and project management. Strong analytical skills. Project monitoring and evaluation. Communication skills (verbal and written). Conflict Management. Decision Making. Budgeting and Financial Management. People and Performance Management. Diversity Management. Planning and organizing. Risk Management. Change Management.

**DUTIES** : Provide project/programme support in terms of planning project activities and deliverables. Track project budget and expenditure. Co-ordinate project/programme quality management. Assist in ensuring that best practice is implemented in all projects/programmes. Manage resources in the sub-directorate.

**ENQUIRIES APPLICATIONS** : Ms M Khosa at 066 478 0037  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF22@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/30** : **ASSISTANT DIRECTOR: COMPLIANCE AND ASSURANCE AUDITS REF NO: HR 5/1/2/3/69**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Compensation Fund, Pretoria  
: Three years' tertiary qualifications in Internal Audit/Accounting/Cost and Management Accounting. Internal Audit Technician-IAT as an added advantage. Certificate Internal Auditor-CIA as an added advantage. Institute of Internal Auditors. 4 years' functional experience in compliance and assurance/Financial audits/Operational audits/Regulatory audits of which 2 years in supervisory experience. Knowledge: Compensation fund policies, procedures, processes. Internal audits standards. Compliance and assurance processes. Internal Professional Practice Framework. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing interpersonal conflict and problem solving. Planning and organizing. Team leadership. External Environmental Awareness.

**DUTIES** : Provide inputs and implement the compliance and assurance audits strategies, plan, guidelines and methodology. Conduct compliance and assurance audits assignments in accordance with the audit methodology. Provide progress on compliance and assurance audits activities.

**ENQUIRIES APPLICATIONS** : Ms B Kalomba Tel No: (012) 319 9291  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF23@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/31** : **ASSISTANT DIRECTOR: EMPLOYER COMPLIANCE REF NO: HR 5/1/2/3/78**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Compensation Fund, Pretoria  
: Three- year qualification in Accounting/Auditing/Compliance Management. 4 years' functional experience in employer assessment/revenue management /Financial management/auditing/compliance management/health insurance environment of which 2 years at supervisory level. Knowledge: Compensation fund policies, procedures and processes. Relevant stakeholders and customers. Customer Service (Batho Pele Principles). COIDA. Public Service Act (PSR). Protection of Personal Information Act (POPIA). Promotion of

Access to Personal Information Act (PAIA). Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Generally Recognised Accounting practices (GRAP). Financial and budgeting management. Fund Governance and Risk Management. Customer Service (Batho Pele Principles). Understanding of risk management and audit practices. Debtors Management. Legislative Requirement: Public Finance Management Act (PFMA). National Treasury Regulations (NTR). Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organising and facilitation. Analytical thinking. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making. Computer literacy. Customer Focus and Responsiveness. People and Performance Management. Team leadership. Planning and Organising. Project management. External Environmental Awareness.

**DUTIES** : Provide support to provincial Office COIDA compliance. Coordinate the employer audit activities within the Fund. Facilitate COIDA compliance rate and links with relevant units. Manage all resources in the Sub-directorate.

**ENQUIRIES APPLICATIONS** : Mr K Makgamatha at 066 120 9681  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF2@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/32** : **ASSISTANT DIRECTOR: BUSINESS CONTINUITY MANAGEMENT REF NO: HR 5/1/2/3/79**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Compensation Fund, Pretoria  
: Three-year tertiary qualification in Public Administration/Public Management/ Business Management/Internal Auditing/Risk Management/Economics. Certificate in Business Continuity Management will be added advantage. 4 years' functional experience in Business Continuity Management/ Disaster Recovery/ 2 years at Risk Management Combined with 2 years' experience in a Business Continuity Management environment. Knowledge: Compensation Fund policies, procedures and processes. Fund Governance and Risk Management. Budgeting and Financial Management. Public Service Regulation (PSR). Knowledge of corporate governance requirement. Awareness of risk finance and risk control concepts. Knowledge of Public Works Act. National Treasury Regulations. Knowledge of ISO 22301. Crisis management processes. COIDA. Legislative Requirement: Occupational Health and Safety Act 90HS). Disaster Management Act. Skills: Communication (verbal and written). People and Performance Management. Diversity Management. Planning and organizing. Project or programme management. Risk Management. Change Management. External Environmental Awareness.

**DUTIES** : Provide inputs in the development of business continuity management plans, policies and strategies. Coordinate the implementation entity-wide business continuity strategies and response arrangements. Conduct awareness campaigns to alert employees of disruptive events.

**ENQUIRIES APPLICATIONS** : Ms KDL Masanabo at 079 1002 866  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF3@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

**POST 21/33** : **ASSISTANT DIRECTOR: ICT AUDITS REF NO: HR 5/1/2/3/81 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
: Compensation Fund, Pretoria  
: Three-year qualification in Internal Audit/ Computer Science/ Information System. Certified Information System Auditor-CISA as an added advantage. Certified Information Security Manager-CISM as an added advantage.

Certified Information System Security Practitioner-CISSP as an added advantage. 4 years' functional experience in ICT audits of which 2 years in supervisory experience. Statutory Body Requirements: Institute of Internal Auditors. ISACA. Knowledge: Compensation Fund policies, procedures, processes. ICT Audits standards. COBIT (Control objectives for information related technologies) framework. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: PFMA and National Treasury Regulations. Skills: Required Technical proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environmental Awareness.

**DUTIES** : Provide inputs and implement the ICT audits strategies, plans, guidelines and methodology. Conduct ICT audits assignments in accordance with the audit methodology. Provide progress on ICT audits activities. Management of resources in the sub-directorate.

**ENQUIRIES APPLICATIONS** : Ms T Dikokoe at 071 148 4046  
 Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF11@labour.gov.za

**FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

**NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

**POST 21/34** : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/10/605 (X2 POSTS)**  
 Re-advert, applicants who previously applied are encouraged to re-apply

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum  
 Provincial Office: Cape Town (Western Cape)  
 Three years' tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Development Studies/ Social Science. Valid driver's license. 4 years' experience of which two (2) years must functional experience in Labour Activation Programme/ Employment Programmes/ Enterprise Development/ Entrepreneurial and two years (2) experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Project Management Methodology (PMBOK). Skills: Negotiation, Interpersonal, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

**DUTIES** : Implementing training/skills programmes relevant stakeholders that will benefit UIF Beneficiaries. Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation. Implement information management system and ensure the records in the section are maintained. Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.

**ENQUIRIES APPLICATIONS** : 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.

**FOR ATTENTION** : Sub-directorate: Human Resources Management, Western Cape

**POST 21/35** : **SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HR 4/4/10/606**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
 Provincial Office: Cape Town (Western Cape)  
 Three year's tertiary qualification (NQF Level 6) in Accounting/Finance. Two (2) year's functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contribution Act (UICA), Public Service Act (PSA), Public Service Regulations (PSR) Public Finance Management Act (PFMA).

|  |   |  |
|--|---|--|
|  |   | Skills: Communication, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal.   |
| <b><u>DUTIES</u></b>                     | : | Provide accounts receivable and revenue collection services. Render debt recovery services in the province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/Assets) in the section.  |
| <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.   |
| <b><u>POST 21/36</u></b>                 | : | <b><u>SENIOR ADMINISTRATION OFFICER: COIDA REF NO: HR 4/4/10/607</u></b>   |
| <b><u>SALARY CENTRE REQUIREMENTS</u></b> | : | R376 413 per annum   |
|  | : | Provincial Office: Cape Town (Western Cape)  |
|  | : | Three-year tertiary qualification in Public Management/ Business Management/ Public Administration/ Business Administration/ Administrative Management/ Management/Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/ Auditing/ HRM/ Nursing. Two (2) to three (3) year's relevant experience, two years' Supervisory experience. Code EB Drivers Licence. Knowledge: Departmental Policies and Procedures, Public Finance Management Act, Treasury Regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, UI Contributions Act, Employment Equity Act. Skills: Communication, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal.   |
| <b><u>DUTIES</u></b>                     | : | Coordinate, monitor, and review processes within COID sections and Labour Centres. Ensure timely responses to both internal and external COID. Verify accuracy of COID claims and other CC related documents received by provincial office. Liaise with medical service providers on payments of accounts. Manage and present on the job capacity development to enhance job performance of staff to plan and organise work to subordinates. Implement policies and procedures of the Department. Monitor staff performance and consolidate monthly stats and reports for Assistant Director. Prepare letters for clients, pensioners, attorneys and other stakeholders. Conduct presentation to stakeholders.   |
| <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.   |
| <b><u>POST 21/37</u></b>                 | : | <b><u>OHS INSPECTOR (X10 POSTS)</u></b>  |
| <b><u>SALARY CENTRE</u></b>              | : | R376 413 per annum   |
|  | : | Somerset West Labour Centre (Western Cape) Ref No: HR 4/4/10/608 (X4 Posts)  |
|  | : | Cape Town Labour Centre (Western Cape) Ref No: HR 4/4/10/609 (X1 Post)   |
|  | : | Mossel Bay Labour Centre (Western Cape) Ref No: HR 4/4/10/610 (X1 Post)  |
|  | : | Mitchell's Plain Labour Centre (Western Cape) Ref No: HR 4/4/10/611 (X1 Post)  |
|  | : | Oudtshoorn Labour Centre (Western Cape) Ref No: HR 4/4/10/612 (X1 Post)  |
|  | : | Knysna Labour Centre (Western Cape) Ref No: HR 4/4/10/613 (X1 Post)  |
|  | : | Worcester Labour Centre (Western Cape) Ref No: HR 4/4/10/614 (X1 Post)   |
| <b><u>REQUIREMENTS</u></b>               | : | A Senior Certificate plus three (3) year tertiary qualification in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Sciences, Biotechnology, Biochemistry. A valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OHS Regulations, South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployed Insurance Act, Employment Equity Act – relevant key elements, Basic Conditions of Employment Act – relevant key elements, Relevant guidelines of aforementioned legislation Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, |



- Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES APPLICATIONS** : 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
- POST 21/38** : **OHS INSPECTOR REF NO: HR4/4/5/7**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Stanger Labour Centre  
: Senior Certificate plus a 3 year recognised qualification in the relevant field, ie. Electrical Engineering. Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Acts, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES APPLICATIONS** : Ms S Mkhize Tel No: (032) 437 8448  
: Deputy Director: Labour Centre Operations: P.O Box 138, Stanger, 4450 or hand deliver at 12 Cator Street, Stanger.
- FOR ATTENTION** : Sub-directorate: Deputy Director: Labour Centre Operations, Stanger
- POST 21/39** : **OHS INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/6/186**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Labour Centre: Jane Furse  
: Senior Certificate plus a three year recognized qualification in the relevant field i.e Mechanical Engineering/Mechatronics Engineering. Registration with the relevant, recognized professional body is an advantage but not compulsory and a valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes\_ - incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling

skills, Negotiations skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and Conduct advocacy campaigns on all labour legislations independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES APPLICATIONS** : Ms. TE Maluleke Tel No: (015) 290 1768

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

Sub-directorate: Human Resources Management, Polokwane

**POST 21/40** : **OHS: INSPECTOR: ELECTRICAL ENGINEERING (X2 POSTS)**

**SALARY CENTRE** : R376 413 per annum  
 : Labour Centre: Jane Furse Ref No: HR 4/4/6/184 (X1 Post)  
 : Labour Centre: Louis Trichardt Ref No: HR 4/4/6/197(X1 Post)

**REQUIREMENTS** : Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Electrical Engineering. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).

**DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant Labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns an all Labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

**ENQUIRIES APPLICATIONS** : Mr. Makgobola Tel No: (015) 290 1664

**FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

Sub-directorate: Human Resources Management, Polokwane.

**POST 21/41** : **SENIOR COID EMPLOYER AUDITOR: REF NO: HR4/4/5/79**

**SALARY CENTRE** : R376 413 per annum  
 : Provincial Office: KZN

**REQUIREMENTS** : Three (3) years qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce. 1 – 2 years' experience in Internal Auditing/ Accounting/ Financial Management. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles,

|                             |   |  |
|-----------------------------|---|--|
|                             |   | Compensation of Occupational and Injury Disease Act (COIDA), OHS Act and Regulations, Public Service Act, Public Service Regulations, Public Financial Management Act (PFMA). Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Innovative and creative.  |
| <b><u>DUTIES</u></b>        | : | Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct Advocacy in relation to COIDA. Enforce Compliance. Supervisor the resources within the section.   |
| <b><u>ENQUIRIES</u></b>     | : | Ms P Shandu Tel No: (031) 366 2095   |
| <b><u>APPLICATIONS</u></b>  | : | Deputy Director: Provincial Operations: P.O Box 940, Durban, 4001 OR hand deliver at 267 Anton Lembede Street, Durban.   |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations: Provincial Operations: KwaZulu-Natal.   |
| <b><u>POST 21/42</u></b>    | : | <b><u>OHS INSPECTOR (X2 POSTS)</u></b>   |
| <b><u>SALARY</u></b>        | : | R376 413 per annum   |
| <b><u>CENTRE</u></b>        | : | Vryheid Labour Centre Ref No: HR4/4/5/75 (X1 Post)<br>Newcastle Labour Centre Ref No: HR4/4/5/76 (X1 Post)   |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate plus a 3 year recognised qualification in the relevant field i.e Chemical Engineering, Chemistry, Occupational Hygiene or Environmental Health. Valid driver's licence. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes) – incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning and Organising, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.   |
| <b><u>DUTIES</u></b>        | : | To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. |
| <b><u>ENQUIRIES</u></b>     | : | Mr F Dladla Tel No: (034) 980 8916 (Vryheid)<br>Mr S Pillay Tel No: (034) 312 3334 (Newcastle)   |
| <b><u>APPLICATIONS</u></b>  | : | Deputy Director: Labour Centre Operations: PO Box 430, Vryheid, 3100 Or hand deliver at 99 Landrose Street, Vryheid. For Attention: Sub-directorate: Deputy Director: Labour Centre Operations, Vryheid<br>Deputy Director: Labour Centre Operations: PO Box 985, Newcastle, 2940 OR hand deliver at 29 Scott Street, Newcastle. For Attention: Sub-directorate: Deputy Director: Labour Centre Operations, Newcastle  |
| <b><u>POST 21/43</u></b>    | : | <b><u>OHS INSPECTOR (X3 POSTS)</u></b>   |
| <b><u>SALARY</u></b>        | : | R376 413 per annum   |
| <b><u>CENTRE</u></b>        | : | KwaMhlanga Labour Centre Ref No. HR4/4/7/11 (X1 Post)<br>Secunda Labour Centre Ref No. HR4/4/7/170 (X1 Post)<br>Mkhondo Labour Centre Ref No. HR 4/4/7/171 (X1 Post)   |
| <b><u>REQUIREMENTS</u></b>  | : | A 3-year tertiary qualification in Environmental Health, Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Biology, Microbiology, Biomedical Science, Biotechnology, Biochemistry. A valid driver's license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, OSH Regulations, South African National Standards (Codes)-incorporated (Codes become regulations), Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act, Employment Equity  |

- Act- relevant key elements, Relevant guidelines of the aforementioned legislation. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and other relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the OHS and other relevant Labour legislations including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all other relevant Labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES** : Mr AM Rachoshi at 066 3039 187  
Ms R Masilo Tel No: (017) 631 2585  
Mr JRM Makate Tel No: (017) 826 1883
- APPLICATIONS** : Acting Deputy Director: Labour Centre Operations, Private Bag X4016, KwaMhlanga, 1022 or hand deliver at: Government Complex, Old Parliament, Building, Nr 6 KwaMhlanga.  
Deputy Director: Labour Centre Operations, Private Bag X9057 Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda.  
Acting Deputy Director: Labour Centre Operations, Private Bag X34 Piet Retief, 2380 or hand deliver at: Balalas Building 42, Kotze Street, Piet Retief.
- POST 21/44** : **OHS INSPECTOR REF NO: HR 4/4/8/891**
- SALARY** : R376 413 per annum  
**CENTRE** : Sasolburg Labour Centre  
**REQUIREMENTS** : Senior Certificate plus 3 year recognised qualification in the relevant field, ie. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Drivers Licence. Zero Experience. Registration with the relevant, recognised professional body is an advantage but not compulsory. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act as amended, Regulations (21), South African National Standards (Codes)-incorporated Codes become regulations, Compensation for Occupational injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES** : Ms M Lelope Tel No: (016) 970 3200  
**APPLICATIONS** : Provincial Office, Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke, Street, Bloemfontein.  
**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State.

**POST 21/45** : **SENIOR PRACTITIONER: RESEARCH AND POLICY DEVELOPMENT REF NO: HR4/4/3/1/SPRPD/UIF**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Unemployment Insurance Fund, Pretoria  
: An undergraduate qualification in Social Sciences/ Public Administration /Management / Development Studies at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Research and Policy Development environment. Knowledge: Policy Analysis, Development, Review and Management. Research Management. Quality Management. Project Management. Skills: Report writing. Diversity Management. Policy Analysis, Computer Literacy (Strong proficiency in Microsoft Outlook, Word, Excel, PowerPoint and Statistical Software such as SPSS). Communication. Research Methodology. Conflict Management. Analytical and Creativity. Problem Solving. Presentation. Planning and Organizing. People Management.

**DUTIES** : Conduct policy development processes in UIF. Participate in policy review within the UIF. Conduct research studies for UIF. Supervise Resources.

**ENQUIRIES APPLICATIONS** : Mr M Mtingane Tel No: (012) 337 1989  
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria

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

**POST 21/46** : **SENIOR PRACTITIONER: CHANGE MANAGEMENT REF NO: HR4/4/3/1/SPCM/UIF**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Unemployment Insurance Fund, Pretoria  
: Three (3) years' tertiary qualification (NQF Level 6) in Organisational Psychology / Public Administration / Public Management / Management Services / Human Resources / Operations Management / Production Management. Two (2) years functional experience in Change Management environment. Knowledge: Public Finance Management Act (PFMA). Project Management approaches, tools and phases. Public Service Regulation (PSR). Basic Conditions of Employment Act (BCEA). Public Service Act. (PSA). Labour Relations Act (LRA). Skills: Communication skill both written and verbal. People Management. Problem Solving. Computer literacy. Time Management. Analytical. Presentation. Interpersonal. Report Writing. Planning and Organizing.

**DUTIES** : Diagnoses organizational, individual culture and climate change within the Fund. Develop, review and implement change management strategy. Develop, review and implement procedure manuals and processes. Supervise resources (Human, Financial. Equipment/ Assets) in the section.

**ENQUIRIES APPLICATIONS** : Ms K Mahlake Tel No: (012) 337 1579  
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 21/47** : **SENIOR PRACTITIONER: MARKETING AND EVENTS MANAGEMENT REF NO: HR4/4/3/1/SPMEM/UIF**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
: Unemployment Insurance Fund, Pretoria  
: An undergraduate qualification in Communication / Marketing / Public Relations and Events Management at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Communication environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Promotion to Access of Information Act. Unemployment Insurance Contribution Act (UICA). Public Finance Management Act (PFMA). Labour Relations Act (LRA). Basic Conditions of Employment Act (BCEA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Branding Management. Branding Principles. Problem Solving. Computer Literacy. Communication. Analytical. Interpersonal. Report Writing. Planning and Organizing.

**DUTIES** : Render UIF promotional and marketing events. Promote UIF brand to stakeholders. Maintain inventory control and distribution of promotional,

marketing and branding material. Conduct advocacy sessions to secondary stakeholders.

**ENQUIRIES APPLICATIONS** : Mr TE Radzilani Tel No: (012) 337 1694  
 : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 21/48** : **SENIOR EMPLOYER AUDIT SERVICES OFFICER REF NO: HR 4/4/88**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
 : Provincial Office: Northern Cape  
 : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Valid driver's licence. Two (2) years functional experience in Auditing and / Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. COIDA. UIA. PFMA. BCEA. SDLA. LRA. UI Contributions Act. Skills Development Act. Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing Skills, Innovative, Analytical, Research, Project management.

**DUTIES** : Perform and monitor the implementation of UIA and COIDA program strategy. Analyse the system that provide expert advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervisor resources within the unit.

**ENQUIRIES APPLICATIONS** : Mr IS Vass Tel No: (053) 331 1752  
 : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.

**FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley

**POST 21/49** : **OHS INSPECTOR (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R376 413 per annum  
 : Labour Centre: Kimberley Ref No: HR 4/4/8/73  
 : Labour Centre: Calvinia Ref No: HR 4/4/8/72  
 : Senior Certificate plus a Three (3) year recognised qualification in the relevant field, i.e. Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. Valid driving license. Knowledge: Departmental policies and procedures. Occupational Health and Safety Act, as amended. Regulations (21). South African National Standards (codes)-incorporated Codes become regulations. Compensation for Occupational Injuries and Diseases Act. Unemployment Insurance Act. Skills: Planning organizing. Communication. Computer literacy. Facilitation. Interpersonal. Conflict handling. Negotiation. Problem solving. Interviewing. Presentation. Innovation. Analytical. Verbal and written communication.

**DUTIES** : To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

**ENQUIRIES APPLICATIONS** : Ms. S Mbeke Tel No: (053) 838 1580  
 : Ms N Lithoko Tel No: (053) 838 1632  
 : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

**FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management

**POST 21/50** : **SENIOR CLAIMS ASSESSOR REF NO: HR4/4/8/74**  
Re-advertisement: Applicants who previously applied are encouraged to re-apply

**SALARY** : R376 413 per annum  
**CENTRE** : Labour Centre: Uppington  
**REQUIREMENTS** : Three-year tertiary qualification in Public Management/ Business Management/ Public Administration/ Business Administration/ Administrative Management / Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management/ Production Management/ Auditing /HRM/ Nursing. 2 years' functional experience in claims/ medical processing environment. Knowledge: Relevant Compensation Fund policies and business process. Public Service Act and Regulations. Customer Services (Batho Pele Principles). COID Tariffs. Public Service Charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury Regulations. Skills: Planning and Organising. Problem solving. Analytical. Decision making. Communication (Written & Verbal). Computer literacy. Interpersonal Relationship. Good client relations. Innovative.

**DUTIES** : Adjudicate registration and fatal claims per delegation's requirements. Verify and refer complex claims to medical services for further adjudication. Authorise compensation benefits as der delegations. Handle complex inquiries and advocacy sessions. Supervision of staff.

**ENQUIRIES** : Mr. B Van Wyk Tel No: (054) 331 1752  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

**FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management

**POST 21/51** : **STATE ACCOUNTANT REF NO: HR4/4/3/1/SADM/UIF (X4 POSTS)**

**SALARY** : R308 154 per annum  
**CENTRE** : Unemployment Insurance Fund, Pretoria  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6) in Accounting / Financial Management / Cost and Management Accounting / Public Finance Management / Internal Audit / Taxation. One (1) year functional experience in the Finance environment. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations. Public Service Regulations (PSR). Public Service Act (PSA). Generally recognized Accounting Principles (GRAP). General Accepted Accounting Principles (GAAP). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Debtors Management. Financial Management. Skills: Accounting. Communication. Computer Literacy. Interpersonal. Time Management. Report Writing. Planning and Organising. Numeracy. Analytical.

**DUTIES** : Maintain the debtor records. Follow up of outstanding debts including legal claims and third party collection. Prepare and review monthly reconciliations of non SARS debtors.

**ENQUIRIES** : Ms V Pillay Tel No: (012) 337 1499  
**APPLICATIONS** : Chief Director: Corporate Services: P.O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 21/52** : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/5/09**

**SALARY** : R308 154 per annum  
**CENTRE** : Provincial Office: KwaZulu-Natal  
**REQUIREMENTS** : Three (3) years qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. One (1) year functional experience in Auditing. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving skills, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

**DUTIES** : Perform monitor the implication of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters.

Co-ordinate the process that monitors and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.

**ENQUIRIES** : Ms P Shandu Tel No: (031) 366 2095

**APPLICATIONS** : Deputy Director: Provincial Operations: P.O Box 940, Durban, 4001 or hand deliver at 267 Anton Lembede Street, Durban.

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

**POST 21/53** : **OFFICE ADMINISTRATOR (EXECUTIVE SECRETARY) REF NO: HR4/24/06/01**

**SALARY** : R308 154 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor Degree (NQF) in Office Management; Information Management and Technology; Public Administration; Business Administration; Business Administration; Business Management; Public Management. One (1) functional experience in office administration/secretariat services. Knowledge: Departmental policies and procedures, planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations Skills: Facilitation, Interpersonal relationship, Communication both (verbal and written), Computer, Telephone etiquette, Organizing, Decision Making, Analytical, Project Management.

**DUTIES** : Provide a receptionist to the Branch/Chief Directorate including diary management for the Chief Director. Render a Secretariat Service for the Office of the Chief Director. Assist in monitoring and maintaining the budget including the supply chain for the Branch: IES/Chief Directorate. Facilitate and coordinate all logistical and resource requirement of the Branch: IES/Chief Directorate. Provide Management Information and records management services in the Branch: IES/Chief Directorate. Track and monitor projects tasks within the Branch: IES/Chief Directorate.

**ENQUIRIES** : Ms M Ruiters Tel No: (012) 309 4018

**APPLICATIONS** : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**FOR ATTENTION** : Human Resource Operations, Head Office

**POST 21/54** : **LEGAL ADMINISTRATIVE OFFICER (MR3 - MR5) REF NO: EC/2024/06/04**

**SALARY** : Grade 3: R307 659 – R351 774 per annum, (OSD)  
Grade 4: R368 145 – R420 924 per annum, (OSD)  
Grade 5: R440 412 – R625 059 per annum, (OSD)

**CENTRE** : Provincial Office: Eastern Cape

**REQUIREMENTS** : Four (4) years legal tertiary qualification or equivalent. 3-5 post graduate experience in Legal Services Knowledge: Admission as an advocate of Attorney of the High Court of South Africa. Knowledge: DoL and Compensation Fund Business strategies and goals, Directorate/ sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value and business processes, Public Service Regulations, Policies and Procedures. COIDA Act, Regulations and Policies, Public Service Act, Occupational Health and Safety Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996(amended), Road Accident Fund (RAF), Unemployment Insurance (UIA), General Knowledge of the Public Service Regulations, LRA, EE Ac, SDA & BCEA. Skills: Required Technical Proficiency, Business Writing Skills, Analytical Thinking, Decision Making, Communication and information Management, Customer Focus and responsiveness, People and Performance Management, Managing Interpersonal conflicts and resolving problems, Planning and Organising, Team Leadership.

**DUTIES** : Provide an effective legal administrative and support services for the Fund. Provide legal services to the Fund. Handle litigation for and on behalf of the Fund. Represent the Fund at the hearing in terms of section 56 and 91 applications hearings. Liaise with third parties. Manage and review claims of objections hearing process. Render administration support in terms of section 56 and 91 application hearings.

**ENQUIRIES** : Dr B Dunga Tel No: (043) 702 7500

**APPLICATIONS** : Chief Director: Provincial Operations, Private Bag X9005, East London, 5201, Hand deliver at No.3 Hill Street East London



**FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office, East London

**POST 21/55** : **LEGAL ADMINISTRATION OFFICER: (MR3 - MR5) COMPENSATION FUND REF NO: HR4/4/5/6**

**SALARY** : Grade 3: R307 659 – R351 774 per annum, (OSD)  
Grade 4: R368 145 - R420 924 per annum, (OSD)  
Grade 5: R440 412 – R625 059 per annum, (OSD)

**CENTRE REQUIREMENTS** : Provincial Office: Kwazulu-Natal  
Four (4) year legal qualification or equivalent. Three (3) to five (5) years post graduate experience in Legal Services. Valid driver's licence and Admission as an Advocate of Attorney of the High Court. Knowledge: Dol and Compensation Fund business strategies and goal, Directorate / sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Public Service Regulations, Policies and Procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Required IT knowledge, Fund IT Operating System, Technical Knowledge, DPSA guidelines on COIDA. Skills: Required Technical proficiency, Business Writing Skills, Decision making, Self-Management, Applied Strategic Management, Applied technology, Budgeting and Financial Management, Communication and Information Management, Continuous improvement, Customer Focus and Responsiveness, People and Performance Management, Developing others, Diversity Management, Impact and influence, Managing inter-personal conflict and resolving problems, Networking and Building bonds, Planning and organising, Problem solving, Project or programme management, Team leadership, Risk Management and Fund Governance, Change Management, External Environmental Awareness, Legal Skills.

**DUTIES** : Provide legal services to the Fund. Handle litigation for and on behalf of the Fund. Represent the Fund at the hearing in terms of section 56 and 91 application hearings. Liaise with third parties. Manage and review claims of objections hearing process.

**ENQUIRIES APPLICATIONS** : Dr N Kahla Tel No: (031) 366 2033  
Acting Deputy Director: P.O Box 940, Durban, 4001 OR hand deliver at 267 Anton Lembede Street, Durban.

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

**POST 21/56** : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE GRADE 1) (X2 POSTS)**

**SALARY** : Grade 1: R307 473 – R362 187 per annum, (OSD)  
Grade 2: R375 480 – R442 296 per annum, (OSD)  
Grade 3: R451 533 - R578 826 per annum, (OSD)

**CENTRE** : Welkom Labour Centre Ref No: HR 4/4/8/887 (X1 Post)  
Bethlehem Labour Centre Ref No: HR 4/4/8/888 (X1 Post)

**REQUIREMENTS** : Four (4) years nursing degree/three years' diploma. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Experience in trauma/ emergency/ internal/ medicine/ general surgery/ orthopaedics/ theatre at the regional public or private hospital is required. Experience in Medical claims processing/insurance environment will be added advantage. Registration with the South African Nursing Council. **Grade 1:** 2 to 9 years' experience gained after registration. **Grade 2:** 10-19 years' experience gained after registration. **Grade 3:** 20 years' experience gained after registration. Knowledge: Dol and Compensation Fund objectives and business function, Compensation Fund Services, Directorate and sub-directorate goal and performance requirements, nursing legislation and or related legal as well as ethical nursing practices, Compensation Fund Policies, procedures and processes, Stakeholder and customers, Customer Service (Batho Pele Principle), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data records management, Telephone Skills and Etiquette.

**DUTIES** : Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability)

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|-----------------------------|---|---|
|                             |   | and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claim and OD medical accounts.   |
| <b><u>ENQUIRIES</u></b>     | : | Dr B Ndzuta Tel No: (051) 505 6201  |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300<br>Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.   |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Free State   |
| <b><u>POST 21/57</u></b>    | : | <b><u>UI CLAIMS OFFICER (X7 POSTS)</u></b>  |
| <b><u>SALARY</u></b>        | : | R255 450 per annum  |
| <b><u>CENTRE</u></b>        | : | Labour Centre: Thohoyandou Ref No: HR 4/4/6/188 (X1 Post)<br>Labour Centre: Gqeberha Ref No: HR4/4/24/01 (X1 Post)<br>Provincial Office: Cape Town (Western Cape) Ref No: HR4/4/10/615 (X1 Post)<br>Provincial Office: Bloemfontein Free State Ref No: HR 4/4/8/894 (X1 Post)<br>Provincial Office: Kimberley Ref No: HR4/4/8/56 (X1 Post)<br>Provincial Office: KwaZulu-Natal Ref No: HR4/4/5/20 (X2 Posts)  |
| <b><u>REQUIREMENTS</u></b>  | : | Senior Certificate with Accounting or Mathematics as major subjects or equivalent. 0 to 6 months' experience required. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.   |
| <b><u>DUTIES</u></b>        | : | Receive and assess all the UI Claims on the relevant system in line with the Standard Operating Procedure (SOP). Register all employers and verify the declarations of employees as per the relevant prescripts. Execute all payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.  |
| <b><u>ENQUIRIES</u></b>     | : | Ms GJ Mathakoane Tel No: (015) 290 1665 (Thohoyandou)<br>Mr M Ngqolowa Tel No: (041) 506 5000 (Gqeberha)<br>Mr Q Bowman Tel No: (021) 441 8120 (Western Cape)<br>Ms N Zama, Tel No: (051) 505 6276 (Bloemfontein)<br>Ms J Marais Tel No: (053) 838 1558 (Kimberly)<br>Ms G Khomo Tel No: (031) 366 2331 (Kwazulu-Natal)   |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. For Attention: Sub-directorate: Human Resources Management, Polokwane.<br>Deputy Director: Labour Centre Operations: Private Bag X6045, Gqeberha, 6000 Or hand deliver at VSN Centre 116-134 Goven Mbeki Avenue. For Attention: Sub-directorate: Labour Centre Operations, Gqeberha.<br>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.<br>Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State.<br>Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. For Attention: Sub-directorate: Deputy Director: Human Resources Management.<br>Deputy Director: Provincial Operations: PO Box 940, Durban, 4001 or hand deliver at 267 Anton Lembede Street, Durban. For Attention: Sub-directorate: Human Resources Operations, Durban. |
| <b><u>POST 21/58</u></b>    | : | <b><u>RECORDS ADMINISTRATOR REF NO: HR4/4/24/01</u></b>   |
| <b><u>SALARY</u></b>        | : | R255 450 per annum  |
| <b><u>CENTRE</u></b>        | : | Gqeberha Labour Centre  |
| <b><u>REQUIREMENTS</u></b>  | : | Grade 12/Senior Certificate with Accounting or Mathematics as a passed major subject. 0 to 6 months' experience. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental policies and procedures, Customer care Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.  |
| <b><u>DUTIES</u></b>        | : | Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to   |

all processed claims or any other matter relating to the processing of claims.  
 Perform Administrative duties within the section.

**ENQUIRIES** : Mr M Ngqolowa Tel No: (041) 506 5000  
**APPLICATIONS** : Deputy Director: Labour Centre Operations: Private Bag X6045, Gqeberha, 6000 Or hand deliver at VSN Centre 116-134 Govan Mbeki Avenue.  
**FOR ATTENTION** : Sub-directorate: Labour Centre Operations, Gqeberha

**POST 21/59** : **CLAIMS PROCESSOR: COID (X3 POSTS)**

**SALARY** : R255 450 per annum  
**CENTRE** : Labour Centre: Cape Town Labour Centre (Western Cape) Ref No: HR 4/4/10/616 (X1 Post)  
 Bellville Labour Centre (Western Cape Ref No: HR 4/4/10/617 (X1 Post)  
 Durban Labour Centre Ref No: HR4/4/5/81(X1 Post)

**REQUIREMENTS** : Three-year tertiary qualification in Public Management/Business Management/ Public Administration/ Business Administration/ Administrative Management/ Management/Financial Accounting/ Cost and Management Accounting/ Operations Management/Production Management/ Auditing/ HRM/Nursing. Experience in Claims Processing environment will be an added advantage. Knowledge: 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 Services (Batho Pele Principles), Technical Knowledge, Promotion of Access to Information Act, POPIA. Skills: Computer literacy, Business Writing skills, Critical thinking, Report Writing, Communication (written and verbal), Emotional Intelligence, Conflict Resolution, Problem Solving, Data and Records Management, Customer Service.

**DUTIES** : Register and acknowledge claims. Prepare compensation benefits. Handle claim enquiries. Render administration activities.

**ENQUIRIES** : Mr Q Bowman Tel No: (021) 441 8120  
 Mr SA Mchunu Tel No: (031) 331 1500

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.  
 Deputy Director: Labour Centre Operations: PO BOX 10074, Durban 4001 or hand deliver at Government Buildings, Masonic Grove, Durban, 4001. For Attention: Sub-directorate: Deputy Director Human Resources Operations, KwaZulu-Natal

**POST 21/60** : **RECORDS ADMINISTRATOR: PAYMASTER SECTION REF NO: HR4/4/5/19**

**SALARY** : R255 450 per annum  
**CENTRE** : Pietermaritzburg Labour Centre

**REQUIREMENTS** : Grade 12/ Senior Certificate or equivalent. Experience: No experience required. Knowledge: National Archives act, Batho Pele principles, Records Management, Departmental Policies and Procedures. Skills: Communication, Computer Literacy, Listening Skills, Planning and Organising, team player, Interpersonal skills, Innovative, dedicated, Supportive and Assertive.

**DUTIES** : Maintain the filing system as per directives of the archives and records management prescripts. Sort and prepare documents for disposal processes as in line with relevant prescripts. Perform administrative duties within the section as and when the need arises.

**ENQUIRIES** : Mr M September Tel No: (033) 341 5300  
**APPLICATIONS** : Deputy Director: Provision Operations: P/bag 9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.

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

**POST 21/61** : **CLAIMS CREDIT OFFICER (X2 POSTS)**

**SALARY** : R255 450 per annum  
**CENTRE** : Provincial Office: Kimberley Ref No: HR4/4/8/55 (X1 Post)  
 Provincial Office: Mmabatho Ref No: HR 4/4/06/04 (X1 Post)

**REQUIREMENTS** : Grade 12/ Matric. 0 to 6 months' experience. Knowledge: Public Finance Management Act (PFMA). Financial Management. Treasury Regulations. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). Unemployment Insurance Act (UIA).

Unemployment Insurance Contribution Act (UICA). Financial Systems. Financial Management Processes and Procedures. Skills: Financial Management. Communication (verbal & written). Computer Literacy. Time Management. Interpersonal. Planning and Organising. Analytical.

**DUTIES** : Collect outstanding Overpayments balance. Keep all Overpayment Debtors annually and electronically. Monitor the payments of benefits to clients.

**ENQUIRIES** : Ms J Marais Tel No: (053) 838 1558  
Mr MO Maluleke Tel No: (018) 387 8186

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. For Attention: Sub-directorate: Deputy Director: Human Resources Management  
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

**POST 21/62** : **SENIOR ADMIN CLERK (CLAIMS PROCESSOR) REF NO: HR 4/ 4/4/01/05 (X2 POSTS)**

**SALARY** : R255 450 per annum  
**CENTRE** : Randburg Labour Centre stationed at Delta Building, Pretoria  
**REQUIREMENTS** : Three-year tertiary qualification Degree/Diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience in a compensation or medical claims processing environment. Knowledge: Compensation Fund policies, procedure and processes, Relevant Stakeholders, Human anatomy/Biology and medical terminology, Customer service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegations, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numbering, Business Writing Skill, Required IT Skills, Communication (Written and Verbal), Data capturing, Data and Records management, Telephone skills and Etiquette.

**DUTIES** : Handle claim registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES** : Dr V Mabudusha Tel No: (012) 319 1933  
**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.

**POST 21/63** : **SENIOR ADMIN CLERK: CLAIMS PROCESSOR REF NO: HR 4/4/8/77**

**SALARY** : R255 450 per annum  
**CENTRE** : Labour Centre: Kimberley  
**REQUIREMENTS** : Three-year year tertiary qualification in degree/diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required. 1-2 years' experience in a compensation or medical claims processing environment Knowledge: Compensation Fund policies, procedures and processes. Relevant Stakeholders. Human anatomy/Biology and medical terminology. Customer Service (Batho Pele Principles). COID Tariffs. Public Service Charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury Regulations. Skills: Required Technical Proficiency. Numeracy. Business Writing skills. Required IT Skills. Communication (written and verbal). Data Capturing. Data and Records Management. Telephone Skills and Etiquette.

**DUTIES** : Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties.

**ENQUIRIES** : Ms S Mbeke Tel No: (053) 838 1580  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

**FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management

**POST 21/64** : **PERSONNEL OFFICER REF NO: HR 5/1/2/3/78 (X2 POSTS)**

**SALARY** : R216 417 per annum  
**CENTRE** : Compensation Fund, Pretoria  
**REQUIREMENTS** : Grade 12 certificate 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 Compensation Fund Value Chain and business processes. Relevant Fund policies, procedures and processes.

- Stakeholders and customers. Customers Services (Batho Pele Principles). Fund Values. Required IT Knowledge. Legislative Requirement: 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. General knowledge of the Basic Condition of Employment Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Data Capturing. Data and records management. Telephone skills and Etiquette.
- DUTIES** : Administer leave of absence. Implement conditions of service and employee benefits. Administer termination of service. Safe keep HR records. Conduct physical verification of employees.
- ENQUIRIES APPLICATIONS** : Mr ST Thamaga/ Ms A Nel Tel No: (012) 406 5701/5723  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF22@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/65** : **PERSONNEL OFFICER: HR OPERATIONS REF NO: HR 5/1/2/3/88 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum  
: Compensation Fund, Pretoria  
: Matric/Grade 12. No Experience. Knowledge: Compensation Fund objectives and business functions. Directorate or Sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund value chain and business processes. Stakeholders and customers. Customers service (Batho Pele Principles). Risk Awareness. COIDA Act, Regulations and Polices. Human Resource planning procedure. Legislative Requirement: 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.
- DUTIES** : Administer the filling of vacancies for the Fund. Administer HR information system. Administer recruitment and selection activities. Safe keep HR records.
- ENQUIRIES APPLICATIONS** : Mr SV Radzuma/ Ms CL Mashishi Tel No: (012) 406 5723  
: Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF19@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
- POST 21/66** : **REGISTRY CLERK: BENEFICIARY SERVICES REF NO: HR 4/4/06/05**
- SALARY CENTRE REQUIREMENTS** : R216 417 per annum  
: Vryburg Labour Centre  
: Grade 12/ Senior Certificate or Equivalent. No experience required. Knowledge: National Archive Act. Public Service Regulation. Public Service Act. Public Finance Management Act. Batho Pele Principles. Record Management Act. Skills: Communication. Listening. Computer literacy. Interpersonal. Time Management. Planning and Organizing.
- DUTIES** : Provide registry counter services. Handle incoming and outgoing correspondence. Render effective filling and record management services. Process documents for archiving and/disposal.
- ENQUIRIES APPLICATIONS** : Mr MO Maluleke Tel No: (018) 387 8186  
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
- POST 21/67** : **SENIOR ADMINISTRATION CLERK: ASSET AND FLEET MANAGEMENT REF NO: HR4/4/3/1/SACAFM/UIF**
- SALARY** : R216 417 per annum

**CENTRE REQUIREMENTS** : Unemployment Insurance Fund, Pretoria  
 : Grade 12 Certificate. Valid Driver's License required. No experience required. Knowledge: Public Service Regulation (PSR). Public Service Act (PSA). Public Finance Management Act (PFMA). National Travel Management Framework. Asset Management Framework. Fleet Management. Traffic Regulations. National Treasury Regulations. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Skills: Problem Solving. Planning and Organizing. Communication (verbal and written). Computer Literacy. Report writing. Time management.

**DUTIES** : Provide fleet administration support service. Render asset management clerical services. Provide travel and accommodation administration support service. Provide general clerical support services within the section. Provide financial administration support services in the section.

**ENQUIRIES APPLICATIONS** : Ms F Nape Tel No: (012) 337 1578  
 : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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

**POST 21/68** : **ADMINISTRATIVE CLERK: EMPLOYER AUDIT REF NO: HR4/4/8/89**

**SALARY CENTRE REQUIREMENTS** : R216 417 per annum  
 : Provincial Office Northern Cape  
 : Matriculation/ Grade 12/ Senior Certificate. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and Organizing, Communication, Computer Literacy. Behavioural Attributes: Assertive, Ability to prioritize tasks, Ability to work under pressure.

**DUTIES** : Render administration support services for the sub-directorate, Control the movement of documents and files in the sub-directorate, Provide Supply Chain Management support in the sub-directorate, Render Human Resources support services for the sub-directorate.

**ENQUIRIES APPLICATIONS** : Mr IS Vass Tel No: (053) 838 1702  
 : Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road

**FOR ATTENTION** : Human Resources Operations, Provincial Office Kimberley

**POST 21/69** : **PRINCIPAL MACHINE OPERATOR: MAINTANANCE MANAGEMENT REF NO: HR4/4/3/1/PMO/UIF**

**SALARY CENTRE REQUIREMENTS** : R183 279 per annum  
 : Unemployment Insurance Fund, Pretoria  
 : Senior Certificate / Grade 12. No experience required. Knowledge: Public Finance Management Act (PFMA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Promotion of Access to Information Act (PAIA). Public Service Regulations (PSR). Public Service Act (PSA). Skills: Negotiation. Analytical. Accuracy.

**DUTIES** : Reproduce official documentation according to the customer specifications. Ensure that all photocopy machines, binding machines etc. are in good condition. Render administrative duties as and when there is a need.

**ENQUIRIES APPLICATIONS** : Ms P Phoolo Tel No: (012) 337 1757  
 : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.

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