

DEPARTMENT OF EMPLOYMENT AND LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

<u>CLOSING DATE</u>	:	06 September 2024 at 16:00 (walk-in) and 00:00 midnight (online)
<u>NOTE</u>	:	All attachments for online application must including Z83 and CV only be in PDF and in one (1) attachment, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified. Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. The questions related to conditions that prevent re-appointment under Part F must be answered. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form is required. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. 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. 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 below advertised post(s). 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 30/01** : **DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: HR 5/1/2/3/137**
Re-advertisement, applicants who previously applied must/ are encouraged to re-apply
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all- inclusive)
: Compensation Fund, Pretoria
: A relevant Undergraduate qualification (NQF Level 7) in Human Resources Management/Psychology/Social Sciences and Equivalent Qualifications. 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, policies, procedures and processes. Talent Management and Succession Planning. Remuneration and Benefits. Human Resources Management Practices and principles. Human Resources across broad range of functional areas. COIDA. Customer Service principles (Batho Pele Principles). Technical knowledge. Customer Relationship Management. Budgeting and Financial Management. Labour Relations Act. Employment Equity Act. Skill Development Act. Basic Conditions of Employment Act. Public Finance Management Act (PFMA). National Treasury regulations. Preferential procurement policy framework. Promotion of Access to Information Act. Promotion of Administrative Justice Act (PAJA). Minimum information security standard (MISS). Protection of personal information Act (POPI). 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. Environment 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 Relations 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 APPLICATIONS** : Ms SBN Mhlungu 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-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 30/02** : **DIRECTOR: ORTHOTICS AND PROSTHETICS REF NO: HR 5/1/2/3/138**
- SALARY CENTRE REQUIREMENTS** : R1 216 824 per annum, (all -inclusive)
: Compensation Fund, Pretoria
: An undergraduate qualification (NQF Level 7) in Medical Orthotics and Prosthetics as recognised by SAQA. Post Graduate Diploma in Occupational Health will be an added advantage Registration with HPCSA. 5 years' experience at a Middle/Senior Management level in a Medical Orthotics and Prosthetics environment. Knowledge: Relevant stakeholders. Compensation Fund services. Customer service (Batho Pele Principles). Fund Value. Required IT knowledge. Fund IT Operating systems. DPSA guidelines on COIDA. Technical knowledge. General knowledge of Public Service Regulations. Public service Act. Basic Conditions of Employment Act. Employment Equity Act. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Legislative Requirement: COID Act. National Health Act. Skills: Required Technical proficiency. Business Writing Skills. Required IT Skills. Fund IT Operating Systems. Programme and Project Management. Financial Management. Service Delivery Innovation (SDI). Planning and Organising. Problem Solving and Analysis. Communication. Work Ethics and Self-

management. Risk Management and Corporate Governance. Medical Skills. Environmental Awareness.

DUTIES : Develop and design Prosthetic and Orthotic policy, strategy and processes for the benefit of COIDA patients. Develop and design Prosthetic and orthotic regulations for the benefits of COIDA patients. Manage, establish and maintain relationship and protocols with orthotics and prosthetics institution across the country. Manage, implement and monitor prosthetics devices. Manage the assistive devices request process. Manage the operations of the Directorate and resources (Human, Finance and Equipment)

ENQUIRIES : Mrs N Magonono at 060 983 2510

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 30/03 : **DIRECTOR: FINANCIAL CONTROL REF NO: HR 5/1/2/3/139**

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

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Undergraduate qualification (NQF Level 7) in Accounting or Financial Management. 5 years' experience at middle/senior management level in a Financial Management environment. Knowledge: Supply Chain Management prescripts. Promotion of access to information. Project of access to information. Project management principles and methodologies. Customer Service (Batho Pele Principles). Legislative Requirement: Public Financial Management Act (PFMA). Public Service Act. Public Service Regulation. Treasury Regulations. Monitoring and Evaluation framework. Skills. Strategic Capability Leadership. Computer Literacy. Policy formulation. Excellent communication. Knowledge management. Planning and organising. Diversity management. Management. People development and empowerment. Strategic management and leadership. Financial management. Project management.

DUTIES : Manage and establish acceptable accounts payable systems for the Fund. Oversee the management of bank reconciliation services. Manage the department budget control. Provide effective financial management and advice. Manage all the Resources within the Directorate.

ENQUIRIES : Mr M 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-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.

OTHER POSTS

POST 30/04 : **SPECIALIST: OCCUPATIONAL HEALTH & SAFETY REF NO: HR 4/4/4/08/13**

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

CENTRE : Provincial Office: Braamfontein

REQUIREMENTS : Three-year relevant tertiary qualification in Environmental Health/Analytical Chemistry/ Chemical/ Electrical and Mechanical/ Civil and Construction Engineering. Two years' management experience. Three years' functional experience in Health and Safety inspection/ services. Valid driver's Licence. Knowledge: Public service transformation and management issues, White paper on transformation of Public Services, Public Service Act, Ability to convert policy into action, Public service Regulation and Relevant prescripts, Departmental policies and procedures, Corporate governance, Batho Pele principles, OHS Act, OHS Regulation, OHSAS. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, Presentation, Innovative, Analytical, Research, Project Management.

- DUTIES** : Manage the implementation of Occupational Health and Safety inspection and advocacy strategy, policy and procedure. Develop and monitor the implementation of policy and work plan to ensure peaceful and harmonious employer employee relationship. Manage and conduct advocacy and educational programmes directed towards internal and external stakeholders. Manage all the resources of the Sub-directorate such as Human Resources, Financial Resources, Assets etc.
- ENQUIRIES APPLICATIONS** : Adv M Msiza Tel No: (012) 309 5207
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 77 De Korte Street, Braamfontein, Johannesburg or Direct Your Applications to: Jobs-GP3@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Deputy Director: Human Resources Management
- POST 30/05** : **DEPUTY DIRECTOR: SERVICE DELIVERY AND CLIENT SUPPORT REF NO: HR 5/1/2/3/141**
- SALARY CENTRE REQUIREMENTS** : R1 003 890 per annum, (all -inclusive)
: Compensation Fund, Pretoria
: Three-year qualification in Communication/ Public Relations/ Business Administration/ Customer Relations Management/ Management. 5 years' functional experience in Service Delivery improvement/ Client support environment of which 2 years at Assistant Director or entry management level with supervision. Knowledge: Compensation Fund Policies, procedures, processes. Customer Service principles (Batho Pele Principles). Budgeting and Financial Management. Risk Management and Corporate Governance. COIDA. Relevant stakeholders. Public Service Regulations. Extensive knowledge and understanding of Treasury Audits. Knowledge of investigation methods and techniques. Road Accident Act. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Occupational Health and Safety Act (OHS). Promotion of Access to Information Act. White Paper on Batho Pele Principles. Skills: Communication (Verbal and written). Service delivery innovation. Client orientation and customer focus. Planning and organizing. Problem solving and analysis. Conflict management. Decision making. Continuous improvement. People and Performance Management. Diversity Management.
- DUTIES** : Promote the culture of quality customer care service. Manage and compare maturity of customer care practice against a wide of industry standards. Manage and develop relationship with internal and external partners. Develop and manage standards for ensuring customer satisfaction, dependence and service patronage. Manage all resources in the sub directorate.
- ENQUIRIES APPLICATIONS** : Mr M Mangena Tel No: (012) 319 9140
: 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 30/06** : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR 5/1/2/3/140**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, (all -inclusive)
: Compensation Fund, Pretoria
: Three-year qualification in Information Technology/ BCom in Information Systems. 5 years' functional experience in Information systems environment of which 2 years at Assistant Director or entry management level. Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund value. Technical knowledge. Risk Management and Fund Governance. Public Service Act. Public Service Regulation. Promotion of Access to Information Act. Budgeting and Financial Management. Legislative Requirements: PFMA. Treasury Regulations. COIDA. Skills: Required Technical proficiency. Business Writing. Required IT. Decision making. Communication (Verbal and Written). Customer Focus and Responsiveness. People and performance Management. Planning and organizing. Problem solving and analysis.

- DUTIES** : Manage the operations of the financial management system and its sub modules to ensure complete and accurate financial reporting. Manage the SAP financial management system and processes. Identify and address problems relating to financial management and claim processing system. Manage daily operations and support. Manage regular maintenance of the financial management and claim processing system (SAP). Manage the sub-directorate.
- ENQUIRIES APPLICATIONS** : Mr M 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-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 30/07** : **DEPUTY DIRECTOR: LOGISTICS AND SCM REF NO: HR 5/1/2/3/142**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, (all- inclusive)
: Compensation Fund, Pretoria
: A Three years' qualifications in Supply Chain/Purchases/Logistics/Procurement Management/Commerce. 4 years' functional experience in Supply Chain Management of which 2 years at an Assistant Director level in Supply chain environment. Knowledge: Compensation fund business strategies and goals. Relevant stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. Financial reporting principles. Budget control processes. Customer Service (Batho Pele Principles). Technical knowledge. COIDA. Legislative Requirement: Public Finance Management Act. National Treasury regulations. Public Service Regulations. Promotion of Access to Information Act. Skills: Technical proficiency. Business Writing Skills. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Planning and organizing.
- DUTIES** : Manage order issues and facilitate payments of invoices. Management of stores functions. Management of Client Liaison Office. Manage and oversee end-to-end performance of the supply chain performance Management. Management of resources in the Sub-Directorate.
- ENQUIRIES APPLICATIONS** : Mr M 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-CF16@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 30/08** : **DEPUTY DIRECTOR: MEDICAL PAYMENTS REF NO: HR 5/1/2/3/143**
- SALARY CENTRE REQUIREMENTS** : R849 702 per annum, (all -inclusive)
: Compensation Fund, Pretoria
: A Three years' qualifications in Accounting/ Finance/ Informatics/ Auditing/ Internal Auditing/ Business Management (or Administration) / Operations Management. 5 Years functional experience in Financial services/ Medical Payments/Claims processing environment of which 2 years is at the Assistant Director or entry management level. Knowledge: Compensation fund business strategies and goals. COIDA. Technical knowledge. Operations systems. Fund Governance and Risk Management. Budgeting and Financial Management. Biology and medical anatomy. Customer service (Batho Pele Principles). Relevant stakeholders. Legislative Requirement: COIDA. PFMA. National Treasury Regulations. Skills: Planning and Organizing. Communication (verbal and written). People and performance management. Business writing. Problem solving and analysis. Decision making. Analytical. Conflict Management. Team leadership. Data Analytical. Project Management. Financial Management. Knowledge Management.
- DUTIES** : Manage the processing of finalizing medical invoices and litigations. Develop and review policies, strategies, guidelines and operational plans. Manage and monitor medical payments to prevent wasteful expenditure. Monitor and

provide technical support to Provinces and medical service providers. Manage all the resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Ms D Nkabinde at 079 883 0842

FOR ATTENTION : 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-CF17@labour.gov.za

NOTE : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 30/09 : **DEPUTY DIRECTOR: CLINICAL CODING REF NO: HR 5/1/2/3/144**

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all- inclusive)
: Compensation Fund, Pretoria
: Three years' qualifications in Accounting/IT/Finance/Clinical qualification. 5 years clinical coding experience in health insurance/medical aid/medical claims processing environment of which 2 years on entry management level. Knowledge: Compensation fund policies, procedures and processes. Department and Public Service prescripts. Customer Service principles (Batho Pele Principles). Technical knowledge. Relevant stakeholders. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA procedures and Processes. Biology and medical anatomy. Legislative Requirement: COIDA. PFMA. National Treasury Regulations. Skills: Planning and Organizing. Communication (verbal and written). People and performance management. Business Writing Skills. Problem solving and analysis. Decision making. Analytical skills. Conflict Management. Team leadership.

DUTIES : Develop and implement clinical coding strategy and policies. Manage the coding program for the effective and timely coding of diagnoses and procedures for patient. Develop and implement quality assurance system for clinical coding. Management of resources in the sub-directorate.

ENQUIRIES APPLICATIONS : Ms N Morrison at 066 475 7000

FOR ATTENTION : 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-CF18@labour.gov.za

NOTE : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

POST 30/10 : **DEPUTY DIRECTOR: INVESTMENT REF NO: HR4/4/3/2DDI/UIF**

SALARY CENTRE REQUIREMENTS : R849 702 per annum, (all- inclusive)
: Unemployment Insurance Fund, Pretoria
: An undergraduate qualification in Investment Management at NQF Level 6 as recognized by SAQA Five (5) years working experience in investment portfolio management of which at least two (2) years must be functional investment portfolio management experience and at least three (3) years' experience at Assistant Director (or equivalent) level. Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Investment Cooperation Act (PICA). Investment markets and portfolio management. Generally Accepted Accounting Practices (GAAP). International Financial Reporting Standards. Generally Recognized Accounting Practices (GRAP). Skills: Leadership. Management. Computer Literacy. Communication. Time Management. Planning & Organization. Analytical. Research. Problem Solving & Decision Making. Portfolio Management. Financial Management. Policy formulation skills.

DUTIES : Monitor investment management services. Manage investment accounting and disclosure services. Monitor investment risk management services. Manage resources.

ENQUIRIES APPLICATIONS : Ms ASC Fourie Tel No: (012) 337 1520/1599

FOR ATTENTION : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF1@labour.gov.za

NOTE : Sub-directorate: Human Resources Management, UIF.
: Coloured Males, Coloured Females, Indian Females, White Males and Persons with disabilities are encouraged to apply.

POST 30/11 : **ASSISTANT DIRECTOR: EMPLOYER REGISTRATION REF NO: HR4/4/3/2ASDER/UIF**

SALARY : R552 081 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three (3) year tertiary qualification in Public Administration/ Public Management/ Business Administration/ Business Management/ Financial Management/ Management/ Operations Management/ Administration Management. Two (2) years functional experience in Operations management environment. Two (2) years experience at a supervisory level in Operations. Knowledge: Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Labour Relation Act (LRA). Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contribution Act (UICA). National Archives and Records Service of South Africa Act. Skills: Communication. People Management. Listening. Computer Literacy. Time Management. Analytical. Numeracy. Interpersonal. Report Writing. Planning and Organizing.

DUTIES : Facilitate manual registration of employers and employees. Coordinate manual declaration of employers. Coordinate the maintenance of employers and employee's database. Manage resources (Human, Finance, Equipment /Assets) within the Sub-Directorate.

ENQUIRIES : Mr SS Tanana Tel No: (012) 337 1829
APPLICATIONS : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lillian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF2@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF
NOTE : Coloured Males, White Males and White Females, and Persons with disabilities are encouraged to apply.

POST 30/12 : **ASSISTANT DIRECTOR: UI OPERATIONS (X2 POSTS)**

SALARY : R55 2081 per annum
CENTRE : Provincial Office: Free State Ref No: HR 4/4/8/906 (X1 Post)
Provincial Office: Limpopo Ref No: HR 4/4/6/192 (X1 Post)
REQUIREMENTS : Three (3) year tertiary qualifications (NQF Level 6) In Operations Management/ Public Management/ Business Administration/ Public Administration/ Administration Management/ Public Relations Management/ Financial Management. Four (4) years' experience of which two (2) 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 services in the province. Coordinate Local appeals and complains in the province. Coordinate general Support. Manage resources in the Unit.

ENQUIRIES : Ms N Zama Tel No: (051) 505 6276 (Free State)
Mr. Ml Makgobola Tel No: (015) 290 11723 (Limpopo)

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Email: jobs-fs2@labour.gov.za. For Attention: Sub-directorate: Human Resources Operations, Free State
Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane or email address: Jobs-LP@labour.go.za. For Attention: Sub-directorate: Human Resources Management, Polokwane

POST 30/13 : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/08/01**

SALARY : R552 081 per annum
CENTRE : Labour Centre: Mafikeng

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Two (2) years supervisory experience in a disability claims and or medical insurance processing environment. Two (2) years functional experience in a disability claims and or medical Insurance processing environment. Knowledge: Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EE). Public Service Regulation. Compensation Fund business strategies and goals. PFMA and Treasury Regulations. Guidelines on application of COID (for government departments). Customer Service (Batho Pele). Risk Management. Skills: Leadership. Service delivery innovation (SDI). Planning and organising. Problem solving and analysis. Decision making. People Management and Empowerment (Including developing others). Communication (written and verbal).
<u>DUTIES</u>	:	Facilitate the processing of Compensation aims benefits within COID Processing Office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
<u>ENQUIRIES</u>	:	Mr. MO Maluleke Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho or Email: Jobs-NW1@labour.gov.za
<u>POST 30/14</u>	:	<u>PRINCIPAL INSPECTOR: OCCUPATIONAL HEALTH AND HYGIENE REF NO: HR4/4/08/02</u>
<u>SALARY</u>	:	R552 081 per annum
<u>CENTRE</u>	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree in Environment Health/ Occupational Health/ Hygiene/ Analytical Chemistry/ Chemical Engineering. Four years' functional experience in Health and Hygiene Inspection/ services. Valid Driver's License. Knowledge: Department policies and procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, OHS standards, OHS Management System. Skills: Facilitation, Planning and Organizing, Computer Literacy, Interpersonal, Problem Solving, Interviewing Listening and Observation, Presentation, Innovative, Analytical, Research, Project Management.
<u>DUTIES</u>	:	Provide inputs into the development of Health and Hygiene policies and ensure implementation of OHS strategy for the Department of Labour in terms of OHS Legislation. Conduct complex inspections for Health and Hygiene regularly as per Inspection programme, conduct technical research on the latest trends in Occupational Health and Hygiene within Identified sector, provide support for enforcement action, including preparation of reports for legal proceedings.
<u>ENQUIRIES</u>	:	Mr MO Maluleke Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho or Email: Jobs-NW2@labour.gov.za
<u>POST 30/15</u>	:	<u>PRINCIPAL INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/15</u>
<u>SALARY</u>	:	R552 081 per annum
<u>CENTRE</u>	:	Provincial Office: KwaZulu-Natal
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Electrical Engineering. Valid driver's licence. Four (4) years functional experience in Electrical Engineering services. 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 Organising, Computer Literacy, Interpersonal, Problem Solving, Communication (Verbal and Written), Innovative, Analytical, Research, Project management.
<u>DUTIES</u>	:	Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms 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 : Mr S Kubeka Tel No: (031) 366 2121
Specialist: OHS: P.O Box 940, Durban, 4001 or hand deliver at 267 Anton Lembede Street, Durban or Email to: Jobs-KZN3@labour.gov.za

FOR ATTENTION : Human Resources: Operations, Durban.

POST 30/16 : **ASSISTANT DIRECTOR: COMPLIANCE SERVICES REF NO: HR4/4/3/2/ASDCS/UIF**

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Unemployment Insurance Fund, Pretoria
: Undergraduate qualification in Accounting/Internal Audit/ Auditing at NQF Level 6 as recognised by SAQA. Valid driver's license. Four (4) years' experience of which two (2) years must be functional and two (2) years at Practitioner level in Compliance /Financial Management/ Auditing environment. Knowledge: Financial Management. Treasury Regulations. Generally Recognised Accounting Practices (GRAP). Generally Accepted Accounting Practices (GAAP). Debtors Management. Diversity Management. Skills: Communication. Listening. Computer Literacy (MS Office Suite). Interpersonal relations. Time Management. Report Writing. Planning and Organizing. Creativity. Numeracy.

DUTIES : Coordinate the provision of support to employer audit services in Provincial Offices. Analyse debtor's information and identify non-compliance. Reconcile declaration and contribution information. Facilitate the evaluation and monitoring of employer audit services. Manage resources (Human, Financial, Equipment/Assets).

ENQUIRIES APPLICATIONS : Mr SN Gumede Tel No: (012) 337 1448
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF3@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF.
: Coloured Males, White Males and White Females, and Persons with disabilities are encouraged to apply.

POST 30/17 : **ASSISTANT DIRECTOR: STORES AND WAREHOUSE REF NO: HR4/4/3/2/ASDSWM/UIF**

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Unemployment Insurance Fund, Pretoria
: An undergraduate qualification in Logistics/ Supply Chain Management/ Economics/ Finance/ Financial Management/ Public Management at NQF Level 6 as recognized by SAQA. Four (4) years experience of which two (2) years must be functional and two (2) years at practitioner level in Supply Chain Management environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Supply Chain Management: A guide for Accounting Officers. Preferential Procurement Policy Framework Act no 5 of 2000. Treasury Regulations. Broad Base Black Economic Empowerment Act 2003. Internal Policies and Circulars. Skills: Communication (verbal and written). People Management. Problem Solving. Planning and Organizing. Computer Literacy. Listening. Negotiation. Conflict Handling. Time Management. Work in high pressure environment.

DUTIES : Coordinate receipt and issuing of stock. Coordinate the processing of requisitions and invoices. Facilitate the maintenance of accurate records of movement of inventory and goods and services procured. Facilitate the replenishment of stock. Manage resources (Human, Finance, Equipment, Assets).

ENQUIRIES APPLICATIONS : Mr V Moodley Tel No: (012) 337 1834
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF4@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
: Coloured Males, White Males and White Females, and Persons with disabilities are encouraged to apply.

POST 30/18 : **ASSISTANT DIRECTOR: MARKETING & COMMUNICATION REF NO: HR 5/1/2/3/145**

SALARY : R444 036 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three years' tertiary qualifications in Communications/Marketing/Public Relations Management. 4 years' functional experience as Senior Communication Officer in Communications/Marketing/Public Relations environment of which 2 years is at supervisory level. Knowledge: Compensation fund policies, procedures and, processes. Customer Service principles (Batho Pele Principles). Technical knowledge. Government communication information system guidelines (Corporate Identity Guideline). Fund Governance and Risk Management. Budgeting and Financial Management. Stakeholder liaison. Communication or Media liaison. Publication production and publishing environment. COIDA. Legislative Requirement: Public Finance Management Act (PFMA). National Treasury regulations. Preferential Procurement Policy Framework. Promotion of Access to Information Act (PAIA). Minimum information security standard (MISS). Protection of personal information Act (POPI). Skills: Client orientation and customer focus. Communication (verbal and written). People and performance management. Problem solving and analysis. Planning and organizing. Decision making. Project Management. Computer literacy. Conflict management. Research skills. Analytical skills. Advertising. Events management.

DUTIES : Co-ordinate (internal and external) communication services in the Fund. Promote the corporate brand of the Fund. Co-ordinate the marketing services of the Fund. Manage resources in the sub-directorate.

ENQUIRIES : Ms D Seabo at (072) 616 7729
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-CF24@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 30/19 : **ASSISTANT DIRECTOR: BANK RECONCILIATION REF NO: HR 5/1/2/3/146**

SALARY : R444 036 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Accounting or Financial Management. 2 years' functional experience in Bank Reconciliation environment. 2 years' supervisory experience. Knowledge: Financial Management. Generally Recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles. Labour Relations Act 9LRA). Basic Condition of Employment Act (BCEA). Legislative Requirement: COIDA Act. Public service Act. PFMA and National Treasury Regulations. Constitution Act 108 of 1996 (amended). Public Service Regulations. Skills: Business Writing Skills. Decision making. Required IT Skills. Budgeting and Financial Management. Diversity Management. Conflict Management. Planning and organizing. Problem solving. Project or programme management. Team leadership. Risk Management.

DUTIES : Coordinate the overall maintenance of bank accounts. Coordinate manual and electronic reconciliation process. Coordinate allocation of unknown receipts. Coordinate the monthly reconciliation of supplier balances to supplier statement. Supervision of staff.

ENQUIRIES : Mr M Lonake at 066 479 2851
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF10@labour.gov.za

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

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

POST 30/20 : **ASSISTANT DIRECTOR: COID STATUTORY SERVICES REF NO: HR 4/4/8/898**

SALARY : R444 036 per annum
CENTRE : Provincial Office: Free State
REQUIREMENTS : BCom Law/ LLB Law degree, Admission as an Attorney or Advocate will be an added advantage. Valid driving licence. Two (2) years functional experience in legal/statutory services environment. Two (2) years supervisory experience. Knowledge: Public service transformation and management issues. Public Service Act. Ability to convert policy into action. Treasury Regulations. Public Service Regulations and relevant prescripts. Departmental policies and procedures. Accounting systems and Internal Control. Corporate governance. Batho Pele principles. Skills: Administration and financial management. Strong leadership, strategic decision-making abilities. Verbal and written communication. Good internal relations. Ability to build high-performance team. Computer literacy. Project management. Communication skills.

DUTIES : Implement strategies to enforce compliance with COID legislation. Conduct research on COID legislation. Encourage and support cooperation of relevant stakeholder's e.g. internal stakeholders and external stakeholder. Coordinate the development of policy and provide technical advice to the relevant stakeholders.

ENQUIRIES : Mr. M Luxande Tel No: (051) 505 6331
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Email: jobs-fs3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 30/21 : **SENIOR ADMIN OFFICER: EMPLOYER ASSESSMENTS REF NO: HR 5/1/2/3/147**

SALARY : R376 413 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Financial accounting/Commerce. 2-3 years' experience in Financial accounting/finance/Insurance environment. Knowledge: Compensation Fund value. Corporate governance guidelines and strategies. Required information technology knowledge. Customer Serve Principles (Batho Pele Principles). Understanding of risk management and audit practices. COIDA. Knowledge of Financial Accounting. Legislative Requirement: Compensation for occupational injuries and diseases Act (COIDA), regulations and policies. Public finance management Act (PFMA). Public service regulations Act. Public service regulations. Treasury regulations. Skills: Strategic execution. Client orientation and customer focus. Communication (verbal and written). Billing and assessment administration. Financial compliance and reporting. Planning and organising. Problem solving and analysis. Decision making. Developing others. Computer skills. Conflict management. Research skills. Stakeholder engagements.

DUTIES : Implement and monitor assessment of employers functions of the fund as per policies and procedures. Review and recommend revision of assessments and approval of credit assessment. Verify the correctness of assessment payable by all registered employers. Implement corrective measures for internal and external audit findings. Supervision of staff.

ENQUIRIES : Ms DR Moloto Tel No: (012) 3199 9406
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-CF25@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 30/22 : **SENIOR ADMIN OFFICER: EMPLOYER REGISTRATION REF NO: HR 5/1/2/3/148**

SALARY : R376 413 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Business Management/ Business Administration/ Public Management/ Public Administration/ Production/ Operations

Management. 2 years' functional experience in related environment. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customer. Customer Service (Batho Pele Principles). Billing administration. COIDA. Public Service Act. Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Legislative Requirement: Public finance management Act (PFMA). National Treasury regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organisation and facilitation. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making. Computer literacy.

DUTIES : Facilitate employer registration process. Conduct the process of updating master data. Approve captured employers banking details. Supervision of staff in the Sub-Directorate.

ENQUIRIES APPLICATIONS : Mr J Madiaga Tel No: (012) 319 9412
: 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-CF26@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 30/23 : **SENIOR PRACTITIONER: CHANGE MANAGEMENT REF NO: HR 5/1/2/3/149**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Compensation Fund, Pretoria
: Three-year qualification in Industrial Psychology/Management Services/Human Resource Management. 2 years' functional experience in Change Management Initiatives/Projects or Organisational Development Environment. Knowledge: Compensation Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. Change Management models, tools, processes and techniques. Legislative Requirement: Public Service Regulations (PSR). Public Service Act (PSA). Labour Relation Act. Batho Pele Principles. Whitepaper on Transformation. Skills: Personal interaction. Presentation. Root cause identification. Business writing. Decision making. Communication. Active listening. Planning and organising. Problem solving.

DUTIES : Implement Change Management programme and strategies. Provide support to the Change project within the Fund. Coordinate the implementation of Change Management processes and admin services. Implement transformation programmes.

ENQUIRIES APPLICATIONS : Mr K Manganyi at (072) 322 1918
: 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-CF27@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 30/24 : **SENIOR STATE ACCOUNTANT: PAYABLE REF NO: HR 5/1/2/3/150**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Compensation Fund, Pretoria
: Three-year qualification in Accounting/Financial Accounting/Financial Management/Cost and Management Accounting. 2 years' functional experience in an Accounts payable environment. Knowledge: Compensation Fund policies, procedures, processes. Relevant stakeholders and customers. Customer service (Batho Pele Principles). Generally, recognized Accounting practice (GRAP). Generally Accepted Accounting principles (GRAAP). Public Service Act. Public Service Act (PSA). Public Service Regulations (PSR). Protection of personal Information Act (POPIA) Promotion of Access to personal Information Act (PAIA). Legislative Requirement: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Teamwork and collaboration. Self and time management. Attention to detail. Respect and

	:	concern for others. Proactiveness and initiative. Honesty, integrity and work ethic. Ability to function under pressure.
<u>DUTIES</u>	:	Attend to accounts payable process. Conducting Accounting and Administrative Services. Conduct Reconciliation of account. Execute daily payment run. Supervise staff.
<u>ENQUIRIES</u>	:	Ms L Rambauli Tel No: (012) 406 5723
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 30/25</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: HR 5/1/2/3/151</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Accounting, Finance. 2 years' functional experience in Financial Reporting. Knowledge: Compensation Fund business strategic and goals. Directorate /goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and Business Processes. Public Service, DOL and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Value. Required IT Knowledge. Fund IT Operating Systems. Technical knowledge. DPSA guidelines on COIDA. 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. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment Insurance Act (UIA). General knowledge of the public service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency. Business Writing Skills. Required IT Skills. IT Operating Systems. Decision making. Self-Management. Budgeting and Financial Management. People and Performance Management. Developing others. Planning and organizing. Problem solving. Project or programme management. Team leadership.
<u>DUTIES</u>	:	Review and authorize transactions. Perform general ledger activities. Perform GL reconciliation for the accounts. Perform year-end tasks.
<u>ENQUIRIES</u>	:	Ms MM Munonde at 082 523 3261
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 30/26</u>	:	<u>SENIOR PRACTITIONER MEDICAL PAYMENTS REF NO: HR 4/4/8/896</u>
<u>SALARY</u>	:	R376 413 per annum
<u>CENTRE</u>	:	Provincial Office Bloemfontein
<u>REQUIREMENTS</u>	:	Three (3) year tertiary qualification in Public Management/ Business Management/ Public Administration/ Business Administration/ Administrative Management/ Management/ Financial Accounting/ Operations Management/ Production Management/ Auditing/ HRM/ Nursing. 2 years' functional experience in COID claims and medical processing environment. Knowledge: Relevant Compensation Fund policies, procedures and business process. Public Service Act and Regulations. 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.
<u>DUTIES</u>	:	Assess and review processed medical invoices. Authorise medical refunds and travelling expenses. Verify prepared request for pre-authorisation and quotations for assistive devices (Radiology request, physiotherapist request, Occupational Therapist). Handle all complex medical invoices enquiries. Supervision of staff.

ENQUIRIES APPLICATIONS : Mr S Zakwe Tel No: (051) 505 6300
: Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300
: Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
: Email: jobs-fs4@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Free State

POST 30/27 : **SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO:HR4/4/5/21**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Provincial Office: KZN
: Three (3) year relevant tertiary qualification with either Public Administration/
Human Resource Development. Two (2) to three (3) years relevant experience
in Operations / Training and Development. KNOWLEGDE: Unemployment
Insurance Act and Regulations, Unemployment Insurance Contributions Act,
Batho Pele Principles, Employment Services, Assessment.

DUTIES : Verify the list of training needs that adhere with Workshop Skills Plan (WSP).
Provide training of processing staff and CSO's on procedures, processes and
relevant computer programmes. Verify monthly statistics for section within the
Operations Division and Labour centres. Coordinate stakeholder
communications in the business unit and Labour Centres (e.g.
campaigns/briefing sessions). Provide administration services to the business
unit. Manage resources (Human, Financial, Equipment/Assets) in the section.

ENQUIRIES APPLICATIONS : Ms G Khomo Tel No: (031) 366 2331
: Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand
deliver at 267 Anton Lembede Street, Durban. For online Applications Email to:
Jobs-KZN4@Labour.gov.za

FOR ATTENTION : Sub-directorate: Deputy Director: Human Resource Operations, KwaZulu-
Natal.

POST 30/28 : **SENIOR CLAIM ASSESSOR REF NO: HR4/4/08/06**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Labour Centre: Rustenburg
: Three years (3) tertiary qualification in Public Management/ Business
Management/ Public/ Business Administration/ Administrative Management/
Management/ Financial Accounting/ Cost and Management Accounting/
Operations Management/ Production Management/ Auditing/ HRM/ Nursing. 2
years' functional experience in a claims/ medical processing environment.
Knowledge: Compensation Fund policies, procedures and business process.
Public Service Regulation. Customer Service (Batho Pele Principles). COID
Tariffs. Public Service Charter. COID Tariffs. Public Service Charter. Approved
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 and
verbal). Computer literacy. Interpersonal Relationship. Good client relations
and Innovation.

DUTIES : Adjudicate registered fatal claims per delegation's requirements. Verify and
refer complex claims to Medical Services for further adjudication. Authorise
compensation benefits as per delegations. Handle complex enquiries and
advocacy sessions. Supervision of staff.

ENQUIRIES APPLICATIONS : Mr. MO Maluleke Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or
hand deliver at: Provident House, University Drive, Mmabatho or Email: Jobs-
NW5@labour.gov.za

POST 30/29 : **OHS INSPECTOR: ELECTRICAL ENGINEERING REF NO: HR4/4/5/24**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Vryheid Labour Centre
: Matriculation/ Grade 12/ 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 Act, as amended, Regulations (21), South African National
Standards (Codes)- incorporated Codes become regulations, Compensation
for Occupational injuries and Diseases Act, Unemployed Insurance Act. Skills:
Planning and organizing, Communication skills, Computer literacy, Facilitation

- skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.
- DUTIES** : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalise independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a State witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr F Dladla Tel No: (034) 980 8916
Deputy Director: Vryheid Labour Centre, PO Box 430, Vryheid 3100 Or hand deliver at 99 Landrose Street, Vryheid. or Email to Jobs-KZN1@labour.gov.za
Sub-directorate: Human Resources Operations, KwaZulu-Natal
- POST 30/30** : **SENIOR ADMINISTRATION OFFICER: OPERATIONS REF NO: HR 4/4/4/08/07**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
Provincial Office Gauteng
Undergraduate qualification in Business Administration /Management, Public Administration / Public Relations / Social Science / Accounting / Finance / HRM / Records Management at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment / Claims Processing environment of UIF or Insurance claims. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act (UICA), Department of Employment and Labour & UIF Policies and Procedures, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal & written), Computer Literacy, Problem Solving and Planning and Organizing.
- DUTIES** : Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human Financial Equipment/ Assets) in the section.
- ENQUIRIES APPLICATIONS FOR ATTENTION** : Mr PP Godongwana Tel No: (011) 853 0500
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP2@labour.gov.za
Sub-directorate: Human Resource Management, Provincial Office: Gauteng
- POST 30/31** : **SENIOR PRACTITIONER: ACCOUNTS PAYABLE: BENEFICIARY SERVICES REF NO: HR 4/4/4/08/08**
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
Provincial Office Gauteng
Three (3) year Tertiary qualification (NQF level 6) in Accounting / Finance. Two (2) years' functional experience in accounts payable environment. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA)., Public Financial Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA), Departmental policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Analytical, Numeracy, Planning and Organizing. DUTIES: Provide support in the accounts payable process. Render accounting and administrative support. Conduct reconciliation of accounts. Implement the daily payment run. Supervise resources (Human, Finance, Equipment/ Assets) in the section.
- ENQUIRIES** : Mr PP Godongwana Tel No: (011) 853 5059

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP2@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resource Management, Provincial Office: Gauteng

POST 30/32 : **TECHNICAL ASSISTANT: MHI & EXPLOSIVES REF NO: HR4/24/07/01HO**

SALARY : R376 413 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) years National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Bio/Analytical Chemistry/ Chemical Engineering. Valid driver's licence No experience. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service and Regulations, OHS Act and Regulations, OHSAS, COIDA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Occupational Health and Safety policies to ensure implementation of strategies to the Department of Employment and Labour. Support technical research on Occupational Health and Safety trends and benchmarking. Provide technical assistance in the evaluation of applications for entities regularly as per OHS programme. Provide administrative support to ensure that the objectives of the directorate are fulfilled.

ENQUIRIES : Mr R Aphane Tel No: (012) 309 4724

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ3@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 30/33 : **TECHNICAL ASSISTANT: MECHANICAL ENGINEERING REF NO HR4/24/07/02HO**

SALARY : R376 413 per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Three (3) years National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQF 7) in Mechanical Engineering. Valid driver's licence No experience. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service and Regulations, OHS Act and Regulations, OHSAS, COIDA. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, Interviewing listening and observation, Presentation, Innovative, Analytical, Research, Project management.

DUTIES : Provide inputs into the development of Occupational Health and Safety policies to ensure implementation of strategies to the Department of Employment and Labour. Support technical research on Occupational Health and Safety trends and benchmarking. Provide technical assistance in the evaluation of applications for entities regularly as per OHS programme. Provide administrative support to ensure that the objectives of the directorate are fulfilled.

ENQUIRIES : Ms M Sathekge Tel No: (012) 309 4384

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ4@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 30/34 : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/6/198**

SALARY : R376 413 per annum

CENTRE : Provincial Office: Limpopo

REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/ B. Com Law/ LLB/ Internal Audit. A 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, 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 skills, Communication Written and Verbal, Innovative, Analytical, Research, Project management.

DUTIES : Perform and monitor the implementation of UIA and UICA programs strategy. Analyse the systems 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. Supervise resources within the Unit.

ENQUIRIES APPLICATIONS : Ms. TE Maluleke Tel No: (015) 290 1768
: Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane or Email address: Jobs-LP@labour.gov.za

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

POST 30/35 : **OHS: INSPECTOR: MECHANICAL ENGINEERING REF NO: HR 4/4/6/200**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Labour Centre: Tzaneen
: Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Mechanical Engineering/Mechatronic 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 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 report on regional and allocated cases.

ENQUIRIES APPLICATIONS : Ms TE Maluleke Tel No: (015) 290 1768
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane or email address: Job-TZN@labour.gov.za

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

POST 30/36 : **OHS INSPECTOR REF NO: HR4/4/7/170**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
: Labour Centre: Secunda
: Matriculation/ Grade 12/ Senior Certificate plus a 3 year recognised qualification in the relevant field i.e. Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. 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, Unemployed Insurance Act. Skills: Planning and organizing, Communication skills, Computer Literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Verbal and written communication skills.

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, 36 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 R Masilo Tel No: (017) 631 2585
 : Deputy Director: Labour Centre Operations, Private Bag X9057 Secunda, 2302 or hand deliver at 4 Waterson Street, Sunset Park, Secunda. Email: Jobs-MP@labour.gov.za

POST 30/37 : **SENIOR PRACTITIONER: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR4/4/3/1SPEPM/UIF**

SALARY CENTRE REQUIREMENTS : R376 413 per annum
 : Unemployment Insurance Fund, Pretoria
 : Three (3) years' tertiary qualification (NQF Level 6) in Human Resource Management/ Public Administration / Public Management / Management of training/ Industrial and Organisation Psychology. Two (2) years functional experience in a Performance Management environment. Knowledge: Human Resource Management. Basic Conditions of Employment Act (BCEA). Performance Management System (PMS). Public Financial Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA), Performance Management Development System (PMDS). PERSAL. Skills: Presentation. Time Management. Communication. Computer Literacy (ie. MS Word, Excel and/or PowerPoint). Financial Management. Planning and Organising. Project Management.

DUTIES : Provide administrative support and ensure correct implementation of the performance management and Development System (PMDS) within the Fund. Provide support to the Fund's performance management structures. Administer and Maintain PMDS database. Provide Performance Management and Development System advice and guidance. Supervise resources (human, finance, equipment/ assets).

ENQUIRIES APPLICATIONS : Mr LJ Madisha Tel No: (012) 337 1797
 : Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria, email: Jobs-UIF5@labour.gov.za

FOR ATTENTION NOTE : Sub-directorate: Human Resources Management, UIF
 : African Males, Indian Males, White Males and Persons with disabilities are encouraged to apply.

POST 30/38 : **UI EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/6/190**

SALARY CENTRE REQUIREMENTS : R308 154per annum
 : Provincial Office: Limpopo
 : Three-year tertiary qualification in Internal Audit/ Financial Accounting/ Cost and Management Accounting/ Financial Information System/ B. Com Accounting/ B. Compt Accounting/ B. Com Law/ LLB/ Financial Management. A valid motor vehicle driving license. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Public Service Act and Regulations, OHS Act and Regulations, COIDA, UIA, PFMA, BCEA, NMWA, LRA, UI Contribution Act, Employment Equity Act, Inspectors Code of Conduct. Skills: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem solving, interviewing listening and observation, Communication Written and Verbal, Innovative, Analytical, and Research.

DUTIES : Conduct audits to determine compliance with UIA and UICA. Serve enforcement notices on non-complying employers. Refer noncomplying employers for prosecution. Provide support in the implementation of Advocacy Programs on the UIA and UIC Act.

ENQUIRIES : Ms GJ Matlhakoane Tel No: (015) 290 1665

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane or Email address: Jobs-LP@labour.gov.za

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

POST 30/39 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: HR 5/1/2/3/152**

SALARY : R308 154 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Financial Management/Auditing. 1 Year functional experience in Financial Management/Auditing. Knowledge: Financial Technical Knowledge. Financial Management. Monitoring and Evaluation platform. Generally Recognised Accounting Principles (GRAP). Generally accepted Accounting Principles. Dol and Compensation Fund Regulations, policies and procedures. Legislative Requirement: COIDA Act. Public Service Act. PFMA and National Treasury Regulations. Public Service Regulations. Labour Relations Act (LRA). Basic Condition of Employment Act (BCEA). White paper on the transformation of public services. Skills: Strong analytical skills. Budgeting and Financial Management. People and Performance Management. Conflict management. Planning and organising. Problem solving. Risk Management. Time management.

DUTIES : Conduct analysis related to the financial misconduct. Conduct analysis of losses and claims. Check compliance in relation to financial controls.

ENQUIRIES : Ms L Monene at (071) 677 0279
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF12@labour.gov.za

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

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

POST 30/40 : **STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/153**

SALARY : R308 154 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Financial Management/Financial Accounting/Cost and Management Accounting/Auditing. 1-year functional experience in income management (debt collection) environment. Knowledge: Compensation Fund policies and procedures. Understanding audits processes, principles and practices. Customer services principles (Batho Pele Principles). Understanding financial risk. Understanding public sector revenue and receivable processes. Debt Collection internal controls. COIDA. Legislative Requirement: Public Finance Management Act (PFMA). National Treasury Regulations. Promotion of Access to Information Act Skills: Technical proficiency. Communication (verbal and written). Client orientation and customer focus. People and Performance Management. Problem solving and analysis. Interpersonal. Planning and organizing. Analytic thinking.

DUTIES : Provide debt collection services for the Compensation Fund. Perform financial administration process on debt collections. Follow up on debtor's accounts. Supervision of staff.

ENQUIRIES : Ms A Mbande 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-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 30/41 : **EMPLOYER AUDITOR OFFICER REF NO: HR4/4/08/07 (X6 POSTS)**

SALARY : R308 154 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures.

- Batho Pele Principles. Public Service 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. interviewing skills. Communication Written and Verbal. Innovative. Analytical. Research and Project Management.
- DUTIES** : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor 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 APPLICATIONS** : Mr. MO Maluleke Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW6@Labour.gov.za
- POST 30/42** : **EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/4/08/14 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
: Provincial Office: Braamfontein
: Three (3) Year tertiary qualifications in Labour Relations LLB/ BCOM Law/ Internal Audit. 1 Year functional experience in Auditing. 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, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management.
- DUTIES** : Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific on 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. Supervise resources within the Unit.
- ENQUIRIES APPLICATIONS** : Adv M Msiza Tel No: (012) 309 5207
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein. Email: Jobs-GP3@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Provincial Office: Gauteng
- POST 30/43** : **EMPLOYER AUDIT OFFICER REF NO: HR 4/4/8/897**
- SALARY CENTRE REQUIREMENTS** : R308 154 per annum
: Provincial Office: Free State
: Three (3) years tertiary qualification in Financial Accounting/ BCOM Accounting/ Accounting/ BCOM Law/ BCOM in Commerce/ LLB/ Internal Auditing. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental Policies and Procedures, Batho Pele Principles. Public Financial Management Act, Skills Development Act and Employment Equity. Skills: Facilitations, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Communication Written and Verbal, Innovative, Analytical Research and Project Management.
- DUTIES** : Perform monitor the implementation 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 regular and when there are amendments.
- ENQUIRIES APPLICATIONS** : Mr. R Cornelissen Tel No: (051) 505 6263
: Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs5@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 30/44** : **CLAIMS ASSESSOR REF NO: HR4/4/08/08**
- SALARY** : R308 154 per annum

<u>CENTRE</u>	:	Labour Centre: Rustenburg
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/OHS/ Finance/HRM. One (1) year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and functions. Compensation Fund Value chain and processes. Relevant Fund policies and procedures. Customer Services (Batho Pele Principles). COID Tariffs. Skills: Required Technical Proficiency. Communication (verbal, written, listening and questioning skills). Fund operating system. Data Capturing. Data and Record Management. Telephone skills and Etiquette. Planning and Organising. Analytical thinking. Problem solving and decision making.
<u>DUTIES</u>	:	Administer of claims registration process. Adjudicate registered claims. Quality Assurance for medical accounts payments. Render Administrative duties. Serve as a Team Leader/Supervisor.
<u>ENQUIRIES</u>	:	Mr. MO Maluleke Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW7@labour.gov.za
<u>POST 30/45</u>	:	<u>ADMINISTRATIVE OFFICER: CLAIMS ASSESSOR (X2 POSTS)</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Labour Centre: Kempton Park, stationed at Delta Heights (Pretoria) Ref No: HR 4/4/08/09 (X1 Post) Labour Centre: Germiston, stationed at Delta Heights (Pretoria) Ref No: HR 4/4/08/10 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Management/ Public Administration/ Business Management/ Business Administration/Administrative Management/ Management/ Financial Accounting/ Cost and Management Accounting/ Operations Management / Production Management/ Auditing/ HRM / Nursing. One-year functional experience in claims/ medical processing environment. Knowledge: Relevant Compensation Fund policies, procedures and business process, Public Service Act and Regulations, 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, The Constitution of RSA, COID, Occupational Health and Safety Act (OHS), Skills: Planning and organising, problem solving, analytical, decision making, communication (written and verbal) computer literacy, good client relations, interpersonal relationship, data and records management.
<u>DUTIES</u>	:	Adjudicate registered claims as per delegations' requirements. Prepare complex claims. Coordinate, capture and approve compensation benefits. Handle claims enquiries and advocacy sessions. Supervision of staff.
<u>ENQUIRIES</u>	:	Dr V Mabudusha Tel No: (012) 319 1933
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.77 De Korte Street, Braamfontein. Email: Jobs-GP1@labour.gov.za
<u>POST 30/46</u>	:	<u>COID EMPLOYER AUDITOR REF NO: HR4/4/8/83</u>
<u>SALARY</u>	:	R308 154 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	Three-year relevant tertiary qualification within Financial Accounting / BCOM Accounting / Accounting /LLB / BCOM Law / BCOM in Commerce. No experience required. Valid Driver's Licence. Knowledge: Departmental policies and procedures. OHS Act and Regulations. Batho Pele principles. Compensation of Occupational and Injury Disease Act (COIDA). Unemployment Insurance Act. Public Finance Management Act (PFMA). UI Contribution Act. Skills: Facilitation. Planning and organizing. Communication written and Verbal. Interpersonal. Computer literacy. Innovative and creative.
<u>DUTIES</u>	:	Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-compliance with COIDA within prescribed time frames. Issue enforcement notices on non-compliant employers within the prescribed time frames. Prepare documents for prosecution of non-compliant employers within the prescribed time frames. Prepare statistics on a weekly basis to report performance.
<u>ENQUIRIES</u>	:	Mr I Vass Tel No: (053) 838 1563

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za

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

POST 30/47 : **MEDICAL CASE ADJUDICATOR: PROFESSIONAL NURSE (GRADE 1-3) (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 : Labour Centre: Klerksdorp Ref No. HR4/4/08/03 (X1 Post)
Provincial Office: Mmabatho Ref No. HR4/4/08/04 (X1 Post)

REQUIREMENTS : 4 years' degree/ 3 years' diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. **Grade 1:** 2-9 years' experience gained after registration, **Grade 2:** 10-19 years' experience gained after registration & **Grade 3:** 20 years above experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions. Compensation Fund Services. Directorate or sub-directorate goals and performance requirements. Nursing legislations and related legal as well ethical nursing practices. Compensations Fund policies, procedure and processes. Stakeholders and customers. Customers Service (Batho Principles). COIDA tariffs. Technical knowledge. PFMA and National Treasury Regulations. Public Service Act. Skills: Required Technical Proficiency. Business Writing Skills. Required IT Skills. Data Capturing. Data and record management. Telephone Skills and Etiquette.

DUTIES : Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical Accounts. Provide medical advice in the processing of occupational injuries claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injuries claims and OD medical accounts.

ENQUIRIES : Mr. MO Maluleke Tel No: (018) 387 8100

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

POST 30/48 : **MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) (GRADE 1-3) REF NO: HR4/4/08/05**

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 : Provincial Office: Mmabatho

REQUIREMENTS : 4 years' degree/ 3 years' diploma in Nursing. Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Driver's Licence is required. **Grade 1:** 2-9 years' experience gained after registration, **Grade 2:** 10-19 years' experience gained after registration & **Grade 3:** 20 years above experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an added advantage. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions. Compensation Fund Services. Directorate or sub-directorate goals and performance requirements. Nursing legislations and related legal as well ethical nursing practices. Compensations Fund policies, procedure and processes. Stakeholders and customers. Customers Service (Batho Principles). COIDA tariffs. Technical knowledge. PFMA and national Treasury Regulations. Public Service Act. Skills: Rehabilitation. Analytical. Business. Financial management. Knowledge Management. Planning and Organizing. Problem solving and Analysis. Decision Making. Client Orientation and Customer Focus.

- DUTIES** : Coordinate early rehabilitation interventions according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries' needs. Facilitate early to work and community re-integration programmes. Maintain relationships and empower all internal and external stakeholders.
- ENQUIRIES** : Mr MO Maluleke Tel: (018) 387 8100
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW4@labour.gov.za
- POST 30/49** : **SENIOR ADMIN CLERK: CLAIMS PROCESSOR (X12 POSTS)**
- SALARY** : R255 450 per annum
- CENTRE** : Labour Centre: Kimberley Ref No: HR 4/4/8/90 (X1 Post)
Labour Centre: Randburg stationed at Delta Building, (Pretoria) Ref No: HR 4/4/08/11 (X4 Posts)
Labour Centre: Johannesburg Ref No: HR 4/4/08/12 (X4 Posts)
Labour Centre: Secunda Ref No: HR 4/4/7/17 (X1 Post)
Labour Centre: Mbombela Ref No: HR 4/4/7/18 (X2 Posts)
- 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 Claim 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 Service (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. Behavioural Attributes: Honesty, Confidentiality, Organizational Goal Driven, Work ethic and self-management, Accountability and responsibility, Assertiveness, Flexibility, Team Work.
- DUTIES** : Register and acknowledge claims. Prepare compensation benefits, Handle claim enquiries. Render administration activities.
- ENQUIRIES** : Ms. S Mbeke Tel No: (053) 838 1580
Dr V Mabudusha Tel No: (012) 319 1933
Ms JP Thwala Tel No: (013) 753 2844 (Mbombela Labour Centre)
Ms R Masilo Tel No: (017) 631 2585 (Secunda Labour Centre)
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@Labour.gov.za. For Attention: Sub-directorate: Deputy Director: Human Resources Management.
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein or Email: Jobs-GP1@labour.gov.za. For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng
Acting Deputy Director Labour Centre Operations: Private Bag X11298, 1200 Mbombela or hand deliver at Standard Bank Building, 29 Brown Street, Mbombela or Email: Jobs-MP@labour.gov.za
Deputy Director Labour Centre Operations: Private Bag X9057, 2302 Secunda or hand deliver at hand deliver at 4 Waterson Street, Sunset park, Secunda or Email: Jobs-MP@labour.gov.za
- POST 30/50** : **CLIENT SERVICE OFFICER: COID (X2 POSTS)**
- SALARY** : R255 450 per annum
- CENTRE** : Klerksdorp Labour Centre Ref No: HR4/4/08/12 (X1 Post)
Mbombela Labour Centre Ref No: HR4/4/7/9 (X1 Post)
- REQUIREMENTS** : Matriculation/ Grade 12/National Senior Certificate. 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 Service (Batho Pele principles) Skills: Computer Literacy. Business Writing Skills. Listening skills. Telephone etiquette and Basic Interpersonal skills.

- DUTIES** : Receive and Verify documents for registration. Register the claims on the Operational System. Assist employer services at the kiosk, online system and service centres. Handle all services related queries complaints.
- ENQUIRIES** : Mr. MO Maluleke Tel No: (018) 387 8100 (Klerksdorp)
Ms JP Thwala Tel No: (013) 753 2844 (Mbombela)
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW9@labour.gov.za
Acting Deputy Director Labour Centre Operations: Private Bag X11298 Standard Ban Building, 29 Brown Street, Nelspruit. Jobs-MP@labour.gov.za
- POST 30/51** : **UI CLIENT SERVICE OFFICER (X19 POSTS)**
- SALARY CENTRE** : R255 450 per annum
Ficksburg Labour Centre Ref No: HR 4/4/8/899 (X3 Posts)
Harrismith Labour Centre Ref No: HR 4/4/8/900 (X2 Posts)
Kroonstad Labour Centre Ref No: HR 4/4/8/901(X1 Post)
Petrusburg Labour Centre Ref No: HR 4/4/8/902 (X5 Posts)
Phuthaditjhaba Labour Centre Ref No: HR 4/4/8/903 (X1 Post)
Zastron Labour Centre Ref No: HR 4/4/8/904 (X4 Posts)
Sasolburg Labour Centre Ref No: HR 4/4/8/905 (X3 Posts)
- REQUIREMENTS** : Grade 12; no experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA), Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care Principles, Departmental Policies, Procedures and Guidelines. Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Listening, Interpretation (ability to interpret UI Act and Contribution Act), Conflict Management, Time Management, Customer Relations, Analytical, Interpersonal, Telephone etiquette, On job training (operations system).
- DUTIES** : Provide screening services, Process applications for UIF benefits, Register payment continuation forms, Provide administrative functions.
- ENQUIRIES** : Ms M Mabuda-Raudzingana Tel No: (051) 505 6276 Ficksburg
Ms T Mvelase Tel No: (058) 623 2977 Harrismith
Mr S Malope Tel No: (056) 215 1812 Kroonstad
Mr D Namane Tel No: (053) 574 0932 Petrusburg
Mr A Kutuka Tel No: (058) 7130 373 Phuthaditjhaba
Mr C Van Niekerk Tel No: (051) 673 1471 Zastron
Ms M Lelope Tel No: (016) 970 3200 Sasolburg
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: jobs-fs1@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 30/52** : **UI CLAIMS OFFICER (X9 POSTS)**
- SALARY CENTRE** : R255 450 per annum
Labour Centre: Kempton Park Ref No: HR 4/4/4/08/01 (X1 Post)
Labour Centre: Mamelodi Ref No: HR 4/4/4/08/02 (X1 Post)
Labour Centre: Boksburg Ref No: HR 4/4/4/08/03 (X1 Post)
Provincial Office Gauteng Ref No: HR 4/4/4/08/04 (X1 Post)
Labour Centre: Durban Ref No: HR4/4/5/05(X1 Post)
Labour Centre: Klerksdorp Ref No. HR4/4/08/09 (X1 Post)
Labour Centre: Mafikeng Ref No. HR4/4/08/10 (X1 Post)
Provincial Office: Mmabatho Ref No. HR4/4/08/11 (X1 Post)
Provincial Office: Mpumalanga -stationed at Standerton Labour Centre Ref No: HR 4/4/7/13 (X1 Post)
- REQUIREMENTS** : National Senior Certificate (Grade 12)/ Matriculation. 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.
- DUTIES** : 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.

- ENQUIRIES** : Mr PP Godongwana Tel No: (011) 853 5059
Mr SA Mchunu Tel No: (031) 331 1500
Mr I Ledwaba Tel No: (017) 712 1351
Mr MO Maluleke Tel No: (018) 387 8100
- APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP2@labour.gov.za. For Attention: Sub-directorate: Human Resource Management, Provincial Office: Gauteng
Deputy Director: Durban Labour Centre, Beneficiary Services, PO Box 10074, Durban 4001 Or hand deliver at Govt Buildings, Masonic Grove, Durban, 4001 or E-mail to Jobs-KZN2@labour.gov.za. For Attention: Sub-directorate: Human Resources Operations, KwaZulu-Natal
Deputy Director: Labour Centre Operations, Private Bag X2001 Standerton 2430 or hand deliver at: 14C Vry Street Standerton 2430. Jobs-MP@labour.gov.za
Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho. or Email: Jobs-NW8@labour.gov.za
- POST 30/53** : **RECORDS ADMINISTRATOR (X4 POSTS)**
- SALARY CENTRE** : R255 450 per annum
Provincial Office Gauteng Ref No: HR 4/4/4/08/05 (X3 Posts)
Provincial Office, Gauteng but stationed at Sebokeng Labour Centre Ref No: HR 4/4/4/08/06 (X1 Post)
- REQUIREMENTS** : Grade 12/ Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures. Skills: Communication, Listening, Computer Literacy, Planning and Organizing.
- DUTIES** : Maintain the filling system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal processes as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
- ENQUIRIES APPLICATIONS** : Mr PP Godongwana Tel No: (011) 853 5059
Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 77 De Korte Street, Braamfontein Email: Jobs-GP2@labour.gov.za
Sub-directorate: Human Resource Management, Provincial Office: Gauteng
- FOR ATTENTION** :
- POST 30/54** : **UI CLAIMS CREDIT OFFICER: BENEFICIARY SERVICES REF NO: HR4/4/5/22**
- SALARY CENTRE** : R255 450 per annum
Provincial Office: KZN
- REQUIREMENTS** : Grade 12/ Senior Certificate. Experience 0 – 6 months. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contribution Act (UICA), Generally Recognised Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial System, Department Policies and Procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and Procedures. Skills: Financial management, Communication (verbal & writing), Computer Literacy, Time management, Analytical, Numeracy, Interpersonal.
- DUTIES** : Collect outstanding Overpayments Balance, Keep all overpayment Debtors Records manually and electronically. Monitor the payments of benefits to clients.
- ENQUIRIES APPLICATIONS** : Ms G Khomo Tel No: (031) 366 2331
Deputy Director: Provision Operations: PO Box 940, DURBAN, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN5@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 30/55 : **SENIOR ACCOUNTING CLERK: CLAIMS CREDITORS REF NO: HR4/4/3/1SACCC/UIF**

SALARY : R255 450 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Grade 12/ Senior Certificate. No experience required. Knowledge: Generally recognized Accounting Principles (GRAP). Generally Accepted Accounting Principles (GAAP). International Financial Reporting Standards (IFRS). Batho Pele Principles. Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Relevant Financial Systems. Skills: Accounting. Communication. Computer Literacy. Time Management. Interpersonal. Report Writing. Planning and Organizing. Analytical. Emotional Intelligent. Financial Management.

DUTIES : Administer the payment of approved benefit vouchers. Process approved maintenance court order payments. Reconcile claims control account. Verify the Account Verification Services (AVS) report against Service Provider's Invoice.

ENQUIRIES : Mr N Ndlovu Tel No: (012) 337 1457
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, email: Jobs-UIF6@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF
NOTE : African Males, Indian Males, White Males and Persons with disabilities are encouraged to apply.

POST 30/56 : **ADMIN CLERK: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR4/4/3/1ACEPM/UIF**

SALARY : R216 417 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Grade 12 Certificate or equivalent. No previous experience required. Knowledge: Unemployment Insurance Amendment Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Minutes writing. Report writing. Computer Literacy. Communication. Planning and Organizing.

DUTIES : Render general clerical support services. Provide personnel administration clerical support services. Provide supply chain clerical. Provide financial administration support services.

ENQUIRIES : Mr LJ Madisha Tel No: (012) 337 1797
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, email: Jobs-UIF7@labour.gov.za

FOR ATTENTION : Sub-directorate: Human Resources Management, UIF
NOTE : African Males, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.

POST 30/57 : **SECURITY OFFICER REF NO: HR 5/1/2/3/155**

SALARY : R183 279 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Matric (NQF4). Private Security Industry Regulatory Authority Grade C. PSIRA Qualification Grade C is required. 1-2-year Security industry experience. Knowledge: DoI and Compensation Fund objectives and business functions. Fund values. Directorate or sub-directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Relevant Fund policies, procedures and processes. Stakeholder and customer. Customer Service (Batho Pele Principles). Fund values. Batho Pele Principles. Legislative Requirement: Public Service Act. Occupational Health and Safety Act (OHS). Minimum Information Security. Minimum Physical Security Standard. Private Security Industry Regulation Act. Public Finance Management Act. Skills: Interpersonal. Organising. Communication. Problem solving. Presentation. Computer Literacy. Telephone Skills and Etiquette.

DUTIES : Conduct security control in accordance to policy and procedure. Provide security to equipment, building and premises. Adhere to patrolling procedure.

ENQUIRIES : Ms MS Mabaswa Tel: (066) 247 7708

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-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 30/58 : **CLEANER: MAINTENANCE MANAGEMENT REF NO: HR4/4/3/1CMM/UIF**

SALARY : R155 148 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Abet. No experience required. Knowledge: Cleaning Procedures. General Hygiene Practices. Batho Pele Principles. Cleaning Products and Applications. Skills: Planning. Communications (verbal and written). Listening.

DUTIES : Provide cleaning services (offices, corridors, elevators and boardrooms etc.). Provide general kitchen cleaning services. Clean restrooms and maintain tidiness. Keep and maintain cleaning materials and equipment's.

ENQUIRIES : Ms HT Masemola Tel No: (012) 337 1502

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. email: Jobs-UIF8@labour.gov.za

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

NOTE : African Males, Indian Males, Indian Females, White Males, White Females and Persons with disabilities are encouraged to apply.