

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

CLOSING DATE : 10 February 2023 at 16:00

NOTE : Instruction: 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 application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) 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. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. 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 an Internship 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 03/33 : **DIRECTOR: INTERNAL AUDIT REF NO: HR 5/1/2/3/11**

SALARY : R1 105 383 per annum, (all inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : Undergraduate qualification (NQF Level 7) in Internal Audit/Accounting/Cost and Management Accounting. Professional Internal Auditor Certificate-PIA is required. Certified Internal Auditor- CIA as an added advantage. Pre-entry Certificate for SMS is required. Institute of Internal Auditors. 5 years' functional experience at middle management level in internal audit environment. Knowledge: Compensation Fund policies, procedures and processes. Performance Audit standards. Internal audits standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho

Pele Principles. Legislative Requirements: PFMA and National Treasury Regulations. Skills: Required Technical Proficiency. Business Writing Skills. Analytical thinking. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership. External Environmental Awareness.

DUTIES : Oversee the compliance and assurance of the Fund to the relevant legislation and regulations. Manage the provision of an effective audit function to the Fund. Manage the monitoring of the performance on the internal operations of the Fund. Manage the Internal Audit Quality Assurance in the Fund. Manage the Directorate.

ENQUIRIES : Mr V Mafata at (060) 989 8326

APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building

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 03/34 : **PROVINCIAL CHIEF INSPECTOR REF NO: HR4/23/02/12HO**

SALARY : R1 105 383 per annum, (all inclusive)

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Three (3) year undergraduate B. Degree/B-Tech/ Adv. Diploma (NQF 7)/ NQF 7 Qualification in Chemical Engineering/Electrical Engineering/ Construction Engineering/ Mechatronics Engineering/ Environmental Health/ BCOM Law/ LLB Degree/ B-Tech in Labour Law/ B-Tech in Labour Relations/ BCOM Accounting/ Auditing. A valid driver's licence. Five (5) years middle management experience and three (3) years functional experience in Inspections enforcement/ legal or compliance. Knowledge: Departmental policies and procedures, Batho Pele Principles, PFMA, LRA, BCEA, Public Service Act and Regulations, SDLA, OHS Act and Regulations, COIDA, UIA, UI Contributions Act, Skills Development Act, Employment Equity Act, Immigration Act, Sectoral Determination. Skills: Facilitation skills, Planning and Organising, Computer literacy, Interpersonal skills, Problem solving skills, Interviewing skills, Presentation skills, Research skills, Project Management.

DUTIES : Develop and implement programmes, work plans, and Policies for Inspection and Enforcement. Manage and monitor the execution of legal proceedings. Monitor, evaluate and report on the impact of Provincial Inspection and Enforcement programmes. Provide strategic advice on all areas of inspection and enforcement at Provincial level. Manage IES strategies and directives.

ENQUIRIES : DDG: IES Ms A Moiloa Tel No: 012 309 4389

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

OTHER POSTS

POST 03/35 : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/1/229**

SALARY : R1 071 918 - R1 189 656 per annum, (OSD)

CENTRE : Provincial Office, Eastern Cape

REQUIREMENTS : Masters' Degree in Psychology, three (3) years' appropriate experience as psychologist after registration with HPCA as a counselling/Industrial Psychologist Drivers Licence. Knowledge: Relevant ILO Conventions, Financial Management, Human Resource Management, Recruitment and Selection Process, Relevant Government strategies, Employment Service Act, UIF Act, COIDA, Public Finance Management Act, Public Service Act, Skills Development Act, Health Professional Act, Employment Equity Act. Skills: Planning and organising, verbal and written communication, Analytical, Computer Literacy, Presentation, Interpersonal and Information Management Act.

DUTIES : Supervise employment counselling to assist workers to enter the labour market. Provide technical supervision of psychological assessment of work-seekers in the province. Supervise self-help employment counselling in labour centres. Establish programmes for career counsellors in the province. Ensure professional record-keeping is done in the province on employment counselling work. Provide counselling services to the referred clients.

ENQUIRIES : Ms N Ngaki Tel No: (043) 701 3000

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 9005 East London 0001 or hand delivers at 3 Hill Street East London 5200

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

POST 03/36 : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS (X4 POSTS)**

SALARY CENTRE : R908 502 per annum, (all inclusive)

: Ficksburg Labour Centre Free State: Ref No: HR 4/4/8/826 (X1 Post)

: Labour Centre: Butterworth Ref No: HR4/4/1/310(X1 Post)

: Labour Centre: Emaxesibeni Ref No HR4/4/1/311(X1 Post)

: Labour Centre: Giyani Ref No: HR 4/4/6/144) (X1 Post)

REQUIREMENTS : Three-year National Diploma (NQF 6)/ undergraduate Bachelor Degree (NQF 7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Sciences, Engineering Sciences, Public Administration / Management, Business Administration/ Management, Operations Management, Project Management. Three- years Legal qualification (LLB/BCOM LAW/BA LAW/B Proc). Experience: Five- years' experience of which Two at an Assistant Director level and Three years' functional experience in Labour Market Operations/ Service delivery environment. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour legislation, Departmental Policies & Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer Skills, Presentation Skills, Communication (Both verbal and written), Interpersonal, Conflict Management, Leadership, Project Management, Diversity Management, Change Management, Monitoring and Evaluation.

DUTIES : Manage service delivery objectives as per mandate of the Department of Labour. Represent the Department in Key stakeholder forums including interdepartmental structure of government and municipalities, including those dictated by the District Development Model (DDM). Implement and manage service delivery improvement plan. Manage all resources of the Labour Centre.

ENQUIRIES : Ms E Maneli Tel No: (056) 505 6203

: Ms NP Douw-Jack Tel No: (043) 701 3128

: Ms SM Lebogo Tel No: 015 290 1662

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State

: Chief Director: Human Resources Management: Private Bag X 9005 East London 0001 or hand delivers at 3 Hill Street East London 5200 For Attention: Sub-directorate: Human Resources Operations, East London

: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. For Attention: Sub-directorate: Human Resources Management, Polokwane

POST 03/37 : **ASSISTANT DIRECTOR (OCCUPATIONAL THERAPY) REF NO: HR4/4/11/36**

SALARY CENTRE : R540 840 – R582 771 per annum, (OSD)

: Provincial Office: Mmabatho

REQUIREMENTS : National Diploma/ Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be added as an advantage. Minimum of five (5) year's relevant experience post community service. A proven track record in vocational rehabilitation. Registration with the HPCSA. Knowledge: DoL and Compensation Fund business strategies and goals. Directorate goals and performance requirements. Compensation Fund Value Chain and business processes. Public Service Regulations, Polices and Procedures. Customer Service (Batho Pele Principles) Skills: Rehabilitation skill. Analytical skills. Business Writing skills. Required IT skills. Strategic Leadership. Financial Management. Knowledge Management. Service Delivery Innovation (SDI). Planning and Organising. Problem Solving and Analysis. Decision Making. Accountability. Client Orientation and Customer Focus. Communication. Work Ethics and self-management. Risk Management and Corporate Governance. Environmental Awareness.

DUTIES : Manage early return to work and community re-integration programmes. Participate in the development/ review of rehabilitation strategy, policies and

protocols in accordance with the national legislative framework. Establish and maintain relationship with various internal and external stakeholders. Manage the Disability Management Section.

ENQUIRIES : Mr. UT Qambata Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
FOR ATTENTION : Sub-directorate: Human Resources Management

POST 03/38 : **ASSISTANT DIRECTOR: PUBLIC EMPLOYMENT SERVICES ADMINISTRATION REF NO: HR4/4/11/37**

SALARY : R491 403 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) year's relevant tertiary qualification in Social Sciences (Psychology, Public/ Business Administration). Two (2) years supervisory experience. Two (2) years functional experience in Public Employment/ Public Administration/ Management Services. Knowledge: ILO Conventions, Financial Management. Human Resource Management. Social Plan Guidelines. Skills: Planning and organising. Communication skills. Computer skills. Analytical skills. Presentation skills. Interpersonal skills. Report writing skills. Leadership. Networking.

DUTIES : Provide administrative support to the PES at the Provincial Office. Compile and monitor the budget for the PES at the Provincial Office. Compile and submit reports for the PES at the Provincial Office. Provide Human Resources Management function to PES at the Provincial Office.

ENQUIRIES : Mr. UT Qambata Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
FOR ATTENTION : Sub-directorate: Human Resources Management

POST 03/39 : **WORK SEEKER REGISTRATION CO-ORDINATOR (ASSISTANT DIRECTOR) REF NO: HR4/4/12/01**

SALARY : R491 403 per annum
CENTRE : Provincial Office: Gauteng
REQUIREMENTS : Three (3) years relevant tertiary qualification in Social Sciences (Psychology, Public/Business Administration). Two (2) years management experience and three (3) years functional experience in Public Employment, Public Administration / Management services. Valid driver's licence. Knowledge: ILO Conventions. Financial Management, Human Resource Management. Knowledge Management. Employment Service Act. Unemployment Insurance Act. Compensation for Occupational Injuries and Diseases Act. PFMA. Public Service Act. Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. Interpersonal. Report writing. Information management.

DUTIES : Provide operational and technical support to labour centres for the delivery of effective work-seeker registration services. Facilitate the provision of IT infrastructure and implementation of innovations to render effective registration service. Facilitate the training of ESSA end users (internal and External) on work-seeker registration service. Manage and analyse reports for work-seeker registration. Manage operations and personnel resources for work-seeker registration service for subunit.

ENQUIRIES : Mr MM Netshisaulu Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 de Korte Street, Braamfontein

POST 03/40 : **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT SERVICES REF NO: HR4/4/11/38**

SALARY : R393 711 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three years' qualification in Office Management/ Administration/ Public Administration, Two years' Supervisory experience, Two years' functional experience in office support environment. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI

		Contribution Act, Employment Equity Act. SKILLS: Facilitation, Planning and organizing, Computer literacy, Interpersonal, Problem solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Perform all administration pertaining to Inspection and Enforcement Services. Conduct Labour Centre verification and audits to check if necessary tools of trade are in place with a view to improve IES systems and processes. Collect, compile and consolidate IES statistical reports and submit to PCI. Coordinate and monitor projects of the unit. Compile reports for complex cases that require the attention of the PCI. Attend to DG and Ministerial enquiries.
<u>ENQUIRIES</u>	:	Mr UT Qambata 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.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management
<u>POST 03/41</u>	:	<u>ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMME REF NO: HR 4/4/6/145</u>
<u>SALARY</u>	:	R393 711 per annum
<u>CENTRE</u>	:	Provincial Office: Limpopo
<u>REQUIREMENTS</u>	:	Three year's tertiary qualification in Public Administration/ Business Administration or equivalent, Certificate in Project Management methodologies will be an added advantage, Four years functional relevant experience in project management environment or equivalent and a Valid Driver's licence Knowledge: Public Financial Management Act, Public Service Regulations, Labour Activation Framework, Skills Development Act, Project Management Principles, Diversity Management, Basic Education and Training, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Project Management Methodologies Skills: Negotiation, Interpersonal, Presentation, Problem solving, Planning and organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.
<u>DUTIES</u>	:	Implement training/skills programmes to the relevant stakeholders that will benefit UIF Beneficiaries, Track and monitor progress on identified beneficiaries and institutions funded by Labour Activation, Implement information management systems and ensure the records in the section are maintained, Conduct Advocacy campaigns to create awareness on Labour Activation Programmes.
<u>ENQUIRIES</u>	:	Ms Maluleke TE Tel No: 015 290 1768
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Polokwane
<u>POST 03/42</u>	:	<u>INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/89</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Prospecton Labour Centre
<u>REQUIREMENTS</u>	:	Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Experience: 2 years functional experience in Inspection and Enforcement Services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contributions Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	:	Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (UCA), Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in

		Court as a state witness, plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of 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.
<u>ENQUIRIES</u>	:	Mr K Naidoo Tel No: (031) 913 9700
<u>APPLICATIONS</u>	:	Deputy Director: Prospecton Labour Centre, PO Box 343, Umbongintwini 4120 Or hand deliver at N 3 Prospecton Place, Prospecton.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, KwaZulu-Natal
<u>POST 03/43</u>	:	<u>SUPERVISOR: REGISTRATION SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Soshanguve Labour Centre Ref No: HR4/4/4/12/09 (X1 Post) Labour Centre: Germiston Ref No: HR 4/4/4/12/02 (X1 Post) Labour Centre: Polokwane Ref No: HR 4/4/6/139 (X1 Post)
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF6)/Undergraduate Bachelor Degree (NQF 7) in Business Administration/Management; Public Administration/Management; Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.
<u>DUTIES</u>	:	Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients. Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.
<u>ENQUIRIES</u>	:	Mr T Negwekhulu Tel No: (012) 730 0500 Ms TE Maluleke Tel No: 015 290 1768 Ms SH Ceasar Tel No: (011) 814 7096
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. For Attention: Sub-directorate: Human Resources Management, Polokwane
<u>POST 03/44</u>	:	<u>OHS INSPECTOR (X2 POSTS)</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Labour Centre: Rustenburg Ref No: HR 4/4/23/01(X1 Post) Kroonstad Labour Centre Free State Ref No: HR 4/4/8/827(X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate plus a Three (3) year recognised qualification in the relevant field, i.e. Mechanical Engineering, Mechatronic Engineering, Electrical Engineering, Chemistry, Construction, Occupational Hygiene or Environmental Health. Valid driving license. Knowledge: Departmental policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (codes)-incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Planning organizing, Communication, Compute literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	To plan and independently conduct inspection with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act, Plan, investigate and finalise independently incidents and

complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness, Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections, Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report, Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.

ENQUIRIES : Mr UT Qambata Tel No: (018) 387 8100
Mr S Malope Tel No: (056) 215 1812

APPLICATIONS : Acting Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State

POST 03/45 : **INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/4/12/10**

SALARY : R269 214 per annum
CENTRE : Kempton Park Labour Centre
REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations/ BCOM Law/ LLB. A valid driver's licence. One (1) year functional experience in Inspection and enforcement Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Condition of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. Skills: Facilitation skills, Planning and Organizing (mainly for own), Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem Solving skills, Interviewing, listening and observation skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with the Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysis and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES : Ms J Ralane Tel No: (011) 975 9301
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 03/46 : **CLAIMS ASSESSOR: COID SERVICES REF NO: HR 4/4/4/12/11 (X3 POSTS)**

SALARY : R269 214 per annum
CENTRE : Pretoria Labour Centre
REQUIREMENTS : Three -year tertiary qualification in Public Management/ Public Administrations/ Social Science/ OHS/ Finance/ HRM. 1-year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and business functions, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID Tariffs. Skills: Required Technical Proficiency, Communication (verbal, written, listening and questioning skills), Fund Operating Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette, Planning and organising, Analytical thinking, Problem solving and decision making.

DUTIES : Administer of claims registration process. Adjudicate registered customer claims. Quality Assurance for medical accounts payments. Render administrative duties. Serve as a Team Leader/ Supervisor.

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

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

POST 03/47 : **ADMIN OFFICER: VETTING REF NO: HR 5/1/2/3/12**

SALARY : R269 214 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Security Management/ Security Risk Management/ Computer Science/ Policing. 1 years' functional experience in information security environment. Private Security Industry Regulatory Authority-Grade C. Knowledge: Public Service Regulations. Department of Employment and Labour and Compensation Fund business strategies and goals. Compensation Fund value chain. Directorate goals and performance requirements. PFMA and Treasury Regulations. Customer Service (Batho Pele Principles) COIDA. Occupational Health and Safety Act (OHS). Legislative Requirements: Minimum Information Security Standard. National Strategic Intelligence Act. Criminal Procedure Act. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Protection of Personal Information Act. Protection of Information Act. Constitution of South Africa. Skills: Data Capturing. Telephone Skills and Etiquette. Security Skills. Communication (verbal and written). Investigative Skills.

DUTIES : Provide effective information security practices and compliance in the Fund. Protect and safeguard the Funds information. Coordinate information security awareness in the Fund. Administer and facilitate pre-screening and vetting clearance applications process.

ENQUIRIES : Mr LE Motlhake Tel No: (012) 319 9166
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building 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 03/48 : **PRACTITIONER: THIRD PARTY REF NO: HR 5/1/2/3/13**

SALARY : R269 214 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year qualification in Financial Management/ Financial Accounting. 1- year functional experience in debt collection environment. Knowledge: Compensation Fund business strategies policies and procedure. Customer Service principles (Batho Pele Principles). Understanding audits processes, principles and practices. Understanding financial risk. Understanding public sector revenue and receivable processes. Debt Collection internal control. COIDA. Legislative Requirements: PFMA. National Treasury regulations. Promotion of Access to information Act. Protection of personal information Act. Skills: Computer literacy. Technical proficiency. Business Writing. Analytical thinking. Decision making. Communication (verbal and written). Managing inter-personal conflict and problem solving. Planning and organizing. Team leadership.

DUTIES : Attend to the collection of debt. Conduct debtor administration. Attend to final Award letters. Supervision of staff.

ENQUIRIES : Ms E Bouwer at (082) 782 8609
APPLICATIONS : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.

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 03/49 : **OFFICE ADMINISTRATOR REF NO: HR4/4/11/39**

SALARY : R269 214 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three (3) year National Diploma (NQF 6) / Undergraduate Bachelor Degree (NQFL 7) in Office Management /Information Management and Technology / Public Administration/ Business Administration/Business Management/ Public Management. One (1) years functional experience in office administrator / secretariat services. Knowledge: Departmental policies and procedures,

- Planning and Organising, Administration procedures, Batho Pele principles, Interpersonal relations. Skills: Facilitation skills, Interpersonal relationship skills, Computer skills, telephone etiquette, Organising skills, decision Making skills, Analytical skills, Project Management.
- DUTIES** : Provide a receptionist support to the Chief Director including diary management for the Chief Director. Render a secretariat service for the Office of the Chief Director. Assist in Monitoring and maintaining the budget including the supply chain for the Chief Director. Facilitate and coordinate all logistical and resource requirements of the Chief Director. Provide Management information and records management services in the Chief Directorate. Track and monitor projects tasks within the Chief Directorate.
- ENQUIRIES APPLICATIONS** : Mr. UT Qambata Tel No: (018) 387 8100
- FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
Sub-directorate: Human Resources Management
- POST 03/50** : **INSPECTOR BCEA (X3 POSTS)**
- SALARY CENTRE** : R218 064 per annum
Potchefstroom Labour Centre Ref No: HR 4/4/11/32 (X2 Posts)
Rustenburg Labour Centre Ref No: HR4/4/11/33 (X1 Post)
- REQUIREMENTS** : Three-years tertiary qualification in Labour Relations/ BCOM Law/LLB. No experience required. A valid motor vehicle driving license. Knowledge: National Minimum Wage Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Compensation for Occupational Diseases and Injuries Act. Skills: Facilitation, Planning and organizing (Own work), Interpersonal skills, Computing (spread sheets, Power point and word processing), Problem solving skills, Interviewing skills, Verbal and written communication skills, Analytical.
- DUTIES** : Monitor compliance by conducting inspections to determine level of compliance with BCEA and Sectoral Determinations and NMWA. Execute investigations on reported complaints pertaining to contravention of BCEA, Sectoral Determination and NMWA and enforce where and when necessary. Serve enforcement notices on non-complying employers. Process on non-complying employers for prosecution. Provide support in the implementation of Advocacy Programs on the BCEA and NMW Act.
- ENQUIRIES APPLICATIONS** : Ms Z Sekate Tel No: (018) 387 8194.
- FOR ATTENTION** : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
Sub-directorate: Human Resources Management
- POST 03/51** : **INSPECTOR (X6 POSTS)**
- SALARY CENTRE** : R218 064 per annum
Labour Centre: Boksburg Ref No: HR4/4/4/12/03 (X1 Post)
Labour Centre: Pretoria Ref No: HR4/4/4/12/04 (X2 Posts)
Springs but stationed at Alberton Labour Centre Ref No: HR 4/4/4/12/12(X1 post)
Ulundi Labour Centre Ref No: HR4/4/5/104 (X1 Post)
Petrusburg Labour Centre Free State Ref No: HR 4/4/8/828 (X1 Post)
- REQUIREMENTS** : Three (3) year relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid driver's license. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act. Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organising (Own work), Computer (Spread sheets, Power Point and word processing), Interpersonal, Problem Solving, Interviewing, Analytical, Verbal and written communication, Employment Equity Act.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Mr NV Motaung Tel No: (011) 898 3340
Ms MA Phasha Tel No: (012) 309 5000

Mr LSM Nkutha Tel No: (011) 975 9301
Mr T Nkosi Tel No: (035) 879 8800
Mr D Namane Tel No: (053) 574 0932

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 de Korte Street, Braamfontein
Deputy Director: Labour Centre Operations: Private Bag X 56, Ulundi, 3838 or hand deliver at Unit A Wombe Street, Ulundi.
Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Operations, Free State

POST 03/52 : **RECORDS ADMINISTRATOR: UI (X2 POSTS)**

SALARY CENTRE : R218 064 per annum
: Gauteng Provincial Office Ref No HR4/4/4/12/13 (X1 Post)
: Randburg Labour Centre Ref No HR4/4/4/12/14 (X1 Post)

REQUIREMENTS : Grade 12/ Senior Certificate or equivalent. Knowledge: National Archives Act, Batho Pele Principles, Record 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 process as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.

ENQUIRIES : Mr PP Godongwana Tel No: (011) 853 0300
Ms M Tyelbooi Tel No: (011) 781 8144

APPLICATIONS FOR ATTENTION : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein
: Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 03/53 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X6 POSTS)**

SALARY CENTRE : R218 064 per annum
: Labour Centre: Atteridgeville Ref No: HR4/4/4/12/05 (X1 Post)
: Labour Centre: Pretoria Ref No: HR4/4/4/12/06 (X1 Post)
: Labour Centre: Polokwane Ref No: HR4/4/6/140 (X2 Posts)
: Labour Centre: Klerksdorp Ref No: HR4/4/4/23/07 (X1 Post)
: Labour Centre: Rustenburg Ref No: HR 4/4/11/34 (X1 Post)

REQUIREMENTS : Grade 12/Senior Certificate. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem Solving.

DUTIES : Render services at help desk as the first point of entry Within the Registration services. Render Employment Services to all the clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES : Ms N Khoza Tel No: (012) 373 4432
Ms MA Phasha Tel No: (012) 309 5000
Ms JM Fope Tel No: 015 290 1699
Mr UT Qambata Tel No: (018) 387 8100
Ms Z Sekate Tel No: 018 387 8194

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 de Korte Street, Braamfontein
Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. For Attention: Sub-directorate: Human Resources Management, Polokwane
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. For Attention: Sub-directorate: Human Resources Management
Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 03/54 : **CLIENT SERVICE OFFICER: COID SERVICES REF NO: HR4/4/5/01**

SALARY : R218 064 per annum
CENTRE : Pietermaritzburg Labour Centre: KZN
REQUIREMENTS : Grade 12/ Senior Certificate. Knowledge: Public Service Act, Public Service Regulation, Compensation Fund business strategies and goals, Compensation Fund Value Chain, Directorate goals and performance requirements, Public Finance Management Act and Treasury Regulations, Customer Service (Batho Pele Principles). Skills: Computer Literacy, Business Writing, Listening, Telephone etiquette, Basic interpersonal.

DUTIES : Provide administration services regarding COID legislation to the client of the Department. 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 service related queries and complaints.

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

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

POST 03/55 : **ADMINISTRATIVE CLERK: MANAGEMENT SUPPORT SERVICES (X2 POSTS)**

SALARY : R181 599 per annum
CENTRE : Labour Centre Modimolle Ref No: HR4/4/6/142 (X1 Post)
Labour Centre: Seshego Ref No: HR4/4/6/143 (X1 Post)
REQUIREMENTS : Matriculation/Grade twelve/Senior Certificate. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury Regulations. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Computer Literacy, Analytical, Planning and organizing.

DUTIES : To render Supply Chain Management Function in a Labour centre. Provide Finance and office management service to the Labour Centre. Render Human Resource Management. Responsible for training and performance activities in a Labour centre. Responsible for the records management in a Labour centre. Responsible for Transport in the Labour centre and ensure safe keeping of pool cars. Render general administrative work for the Labour centre.

ENQUIRIES : Mr MI Makgobola Tel No: 015 290 1664
Mr B Zondi Tel No: (032) 541 5600
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700
Or hand deliver at 42a Schoeman Street, Polokwane.
FOR ATTENTION : Sub-directorate: Human Resources Management, Polokwane

POST 03/56 : **ADMINISTRATIVE CLERK: SUPPORT SERVICES (X3 POSTS)**

SALARY : R181 599 per annum
CENTRE : Labour Centre: Johannesburg stationed at Provincial Office: Gauteng Ref No: HR4/4/4/12/07 (X1 post)
Labour Centre: Johannesburg Ref No: HR4/4/4/12/08 (X2 posts)
REQUIREMENTS : Matriculation/Grade 12 plus zero experience. Knowledge: Administrative procedures relating to an office. Filing and retrieval of documents. Ability to operate fax machine and a photocopier. Data capturing. Skills: Planning and organizing. Communication. Computer Literacy.

DUTIES : Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resources Services support for the Directorate.

ENQUIRIES : Ms MH Rampou Tel No: (011) 853 0300
Ms FS Tshabalala Tel No: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand deliver at 77 de Korte Street, Braamfontein