

**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** : 09 May 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](http://www.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (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. Note applications for SR1-SR8 post(s) must be submitted electronically online following link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps. 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)

**OTHER POSTS**

- POST 14/32** : **DEPUTY DIRECTOR: LABOUR CENTRE OPERATIONS REF NO: HR 4/4/8/10**
- SALARY** : R908 502 per annum, (all inclusive)
- CENTRE** : Labour Centre: De Aar
- 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. 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 Financial Management Act, Policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Improvement Plan. Skills: Management, Computer, Presentation, Communication (both verbal and written), Interpersonal, Conflict management, Leadership, Project management, Diversity management, Change management, Monitoring and Evaluation.

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

**ENQUIRIES** : Mr ZL Albanie Tel No: (051) 505 6  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

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

**POST 14/33** : **CAREER GUIDANCE COORDINATOR REF NO: HR4/4/8/11**

**SALARY** : R491 403 per annum  
**CENTRE** : Provincial Office: Kimberley  
**REQUIREMENTS** : Four (4) year BPsych Qualification. Two (2) years supervisory experience. Two (2) years functional experience in Employment/ Career Counselling. Registration with HPCSA as Psychometrics, (Independent Practice) or Registered Counsellor (Independent Practice) Knowledge: International Labour Organisation Conventions. Financial Management. Human Resource Management. Public Service Act. Skills Development Act. Unemployment Insurance Act. Health Professions Act. Employment Equity Act. COIDA Skills: Planning and organizing. Communication. Computer. Analytical. Presentation. Interpersonal. Report writing. Leadership. Networking.

**DUTIES** : Provide technical support to labour centres for the delivery of employment counselling services. Manage the referral of work-seekers to relevant employment services and active labour market interventions. Co-ordinate the dissemination of employment and career information to Labour Centres. Establish and manage relationship between career counselling and relevant organisations. Manage and co-ordinate the administration of psychometric assessment.

**ENQUIRIES** : Mr A Senakhomo Tel No: (053) 838 1545  
**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

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

**POST 14/34** : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/8/12**

**SALARY** : R393 711 per annum  
**CENTRE** : Provincial Office: Kimberley  
**REQUIREMENTS** : Three (3) tertiary qualification in Public Administration/ Public Management / Business/ Business Administration/ Business Management / Development Studies/ Social Science. Valid driver's license. 4 years' experience of which two (2) years must functional experience in Labour Activation Programme/ Employment Programmes/ Enterprise Development / Entrepreneurial and two years (2) experience at a supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Labour Activation Framework, Skills Development Act (SDA), Project Management Principles (PMP), Diversity Management, Basic Education and Training (BET), Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Project Management Methodology (PMBOK). Skills: Negotiation, Interpersonal, Interpersonal, Presentation, Problem Solving, Planning and Organizing, Policy analysis and interpretation, Communication (verbal and written), Computer Literacy, Report Writing.

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

**ENQUIRIES** : Mr A Senakhomo Tel No: (053) 838 1545

**APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.

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

**POST 14/35** : **ASSISTANT DIRECTOR: PES ADMINISTRATION REF NO: HR4/4/4/03/05**

**SALARY** : R393 711 per annum

**CENTRE** : Provincial Office: Gauteng

**REQUIREMENTS** : Three (3) years qualification in Human Resource Management, B Admin/ Business Administration/ Business Management/ Public Management. Two (2) years supervisory experience and two (2) years functional experience in executing Administrative Support functions. Knowledge: Financial Management, Human Resources Management. Skills: Planning and Organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Leadership, Networking.

**DUTIES** : Monitor the implementation of Human Resource Policies in Directorate PES in the province. Monitor the implementation of Performance Management system in Directorate PES in the province. Monitor the implementation of staff capacity building processes in the Directorate PES in the province. Monitor the implementation of proper financial administration in the Directorate PES in the province. Consolidate institutional performance reports for Public Employment Services in the province. Co-ordinate the implementation on procurement of goods and services and proper recording of PES assets.

**ENQUIRIES** : Mr M Netshisaulu Tel No: 011 853 0300

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 hand deliver at 77 de Korte Street, Braamfontein

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

**POST 14/36** : **SENIOR CLAIM ASSESSOR REF NO: HR4/4/4/03/04 (X2 POSTS)**

**SALARY** : R331 188 per annum

**CENTRE** : Labour Centre: Pretoria

**REQUIREMENTS** : Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3-5 years' experience in a claims processing environment of compensation and medical claims is highly desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human Anatomy/ Biology and Medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES** : Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical / accounts payments. Serve as a Team Leader / Supervisor.

**ENQUIRIES** : Mr SS Mdululi / Dr V Mabudusha Tel No: (012) 319 1933

**APPLICATIONS** : Dikeledi Mabusela (Essa system) Tel No: 012 309 4832  
To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/37** : **SENIOR STATE ACCOUNTANT REF NO: HR 4/4/4/4/04/05**

**SALARY** : R331 188 per annum

**CENTRE** : Provincial Office: Braamfontein

<b><u>REQUIREMENTS</u></b>	:	Three (3) Year tertiary or equivalent qualifications in Finance or Accounting. Two (2) Years' experience in Financial Management Services. Knowledge: Batho Pele Principles, Departmental policies and procedures, Treasury regulations, Financial prescripts and Manuals, Public Finance Management Act (PFMA), Conflicts. Skills: Planning and Organizing, Computer literacy, Verbal and written communication, Problem solving, Analysis Accounting, Presentation, Supervisory.
<b><u>DUTIES</u></b>	:	Authorize all Financial transactions for the whole province on Financial transversal system (e.g. BAS, LOGIS, PERSAL and safety net) (Daily). Verify information to ensure proper financial documents management (Daily). Monitor budget processes for the Province. Proper control of Petty cash (Daily). Clear suspense accounts and unallocated accounts before month closure (Monthly).
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr M Takalo Tel No: (011) 853 5000 To apply follow the link <a href="https://essa.labour.gov.za/EssaOnline/WebBeans/">https://essa.labour.gov.za/EssaOnline/WebBeans/</a> follow all steps.
<b><u>POST 14/38</u></b>	:	<b><u>TEAM LEADER REF NO: HR4/4/6/158</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum Labour Centre: Giyani (station: Tzaneen Labour Centre) Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Labour Relations/ Labour Law/ LLB/ BCOM LAW. A Valid driver's licence. Two (2) years functional experience in Inspection and enforcement services. Departmental policies and procedures, Employment Services Act, Labour relations Act, Basic Conditions of Employment Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act, Skills Facilitation, Planning, Organizing, Computer Literacy, Interpersonal, Conflict handling, Negotiation, Problem Solving, Interviewing, Presentation, Innovative, Analytical, Monitoring, Evaluation, Performance management, Communication
<b><u>DUTIES</u></b>	:	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). 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, allocate and Conduct proactive (Blitz) inspection regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Conduct Advocacy Campaigns on all labour legislations regularly. Manage the finalization of files of cases received and investigations conducted by the Inspectors. Contribute at a management level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. GJ Matlhakoane Tel No: 0152901665 To apply follow the link <a href="https://essa.labour.gov.za/EssaOnline/WebBeans/">https://essa.labour.gov.za/EssaOnline/WebBeans/</a> follow all steps.
<b><u>POST 14/39</u></b>	:	<b><u>OHS INSPECTOR (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum Labour Centre: Ladysmith Ref No: HR4/4/5/31 (X1 Post) Labour Centre Kokstad Ref No: HR4/4/5/35 (X1 Post) Matriculation/ Grade 12/ Senior Certificate plus a 3 year recognised qualification in the relevant field ie, Construction. 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.
<b><u>DUTIES</u></b>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and Safety Act, Act 85 of 1993,

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

**ENQUIRIES** : Ms L Radebe Tel No: (036) 638 1900  
Mr S. Ngqoza Tel No: 039 727 2140.

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/40** : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/840**

**SALARY** : R331 188 per annum  
**CENTRE** : Provincial Office Bloemfontein  
**REQUIREMENTS** : Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB/ Internal Auditing. 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. UI Contribution Act. Skills Development Act. Employment Equity Act. Skills: Facilitation skills, Planning and organising, Computer Literacy, Problem solving skills, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research and Project Management.

**DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIS & 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** : Mr R Cornelissen Tel No: (051) 505 6324

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/41** : **CHIEF PERSONNEL OFFICER: EMPLOYMENT RELATIONS REF HR4/23/04/01HO**

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office, Pretoria  
**REQUIREMENTS** : Three (3) year National Diploma (NQF6)/ undergraduate Bachelor Degree (NQF7) in Human Resources Management/ Employment Relations/ Labour Relations/ Labour Law/ Bachelor Law (LLB). Valid Driver's Licence. Two (2) years functional administrative experience in Employment Relations. Knowledge: Public Service Commission's rules for dealing with complaints and grievances. Public Service Co-ordinating Bargaining Council's Resolutions. Departmental policies and procedures. Interpretation of case law and trends in Labour Law. Planning and organizing. Skills: Problem solving, Negotiation, Presentation, Good Communication skills (oral and written), Research, Analytical, Report writing, Conflict, Computer literacy.

**DUTIES** : Conduct and analyse all grievances and complaints received from employees in the Department. Draft charges and finalise all misconduct cases in the Department. Represent the Department in all disputes referred to the General Public Service Sectoral Bargaining Council (GPSSBC) and the Commission for Conciliation, Mediation and Arbitration (CCMA). Conduct advocacy sessions on employment related matters to the Department. Provide administration support services in the section.

**ENQUIRIES APPLICATIONS** : Mr. T Maraba Tel No: 012 309 4819  
: To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/42** : **EMPLOYER SERVICES PRACTITIONER REF NO: HR4/4/03/16**  
(Re-advertisement, applicants who previously applied must re-apply)

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum  
: Labour Centre: Garankuwa  
: Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology) Public Administration/Business Management/Public Management, Valid driver's licence. Two (2) Years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resources Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and Organizing, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

**DUTIES** : Marketing PES Services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for International Cross Board Labour Migration and advise on the availability of skills. Process applications for registration of Public Employment Agency (PEA) and Temporary Employment Schemes (TES). Supervise provision of registration and referral of work seekers for the Department, Monitor the implementation of employment schemes, Labour Activation programmes (LAP) projects and Temporary Relief-Schemes. Supervise the administration of employer services at the labour centre.

**ENQUIRIES APPLICATIONS** : Mr LP Ranwashe Tel No: (012) 700 0290  
: To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/43** : **EMPLOYER SERVICES OFFICER: PUBLIC EMPLOYMENT SERVICES REF NO: HR4/4/03/06 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
: Provincial Office: Gauteng  
: Three (3) years relevant tertiary qualification in Social Science (Psychology)/ Public / Business Administration. One (1) year functional experience in recruitment services. Knowledge: ILO Conventions, Financial Management, Human Resource Management, Skills Development. Skills: Planning and organising, communication, Computer, Analytical, Presentation, Interpersonal, Report writing skills, Information Management.

**DUTIES** : Supervise the provision of administrative support for processing of applications for International Cross-Border Labour Migration. Render administrative support for stakeholder relations in acquisition of placement opportunities. Provide operational and technical support to labour centres for the delivery of effective employer services. Provide administrative support for capacity building of ESSA and users. Co-ordinate large (provincial) opportunities from key stakeholders and DOL placement services opportunities.

**ENQUIRIES APPLICATIONS** : Mr V Mazibuko Tel No: 011 853 0300  
: To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/44** : **MEDICAL CASE ADJUDICATOR (PROFESSIONAL NURSE) (X5 POSTS)**

**SALARY** : Grade 1: R268 584 – R311 361 per annum, (OSD)  
Grade 2: R330 324 – R379 356 per annum, (OSD)  
Grade 3: R400 644 - R507 540 per annum, (OSD)

**CENTRE** : Soshanguve Ref No: HR 4/4/03/09 (X1 Post)  
Pretoria Ref No: HR 4/4/03/10 (X1 Post)  
Johannesburg Ref No: HR 4/4/03/11 (X2 Posts)  
Vereeniging Ref No: HR 4/4/03/12 (X1 Post)

<b><u>REQUIREMENTS</u></b>	:	Nursing Four (4yrs) Degree/ Three (3yrs) Diploma. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Experience in a trauma/ emergency/ internal medicine/ general surgery/ orthopaedics/ theatre at the regional public hospital or private hospital is required. Experience in medical claims processing/ insurance environment will be an added advantage. Registration with the South African Nursing Council. <b>Grade 1:</b> 2 to 9 years' experience gained after registration. <b>Grade 2:</b> 10-19 years' experience gained after registration. <b>Grade 3:</b> 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and (Total Temporary Disability). Assess medical accounts on occupational injury claims and od medical accounts.
<b><u>ENQUIRIES</u></b>	:	Mr S Mdluli/ Dr V Mabudusha Tel No: 012 319 8100
<b><u>APPLICATIONS</u></b>	:	To apply follow the link <a href="https://essa.labour.gov.za/EssaOnline/WebBeans/">https://essa.labour.gov.za/EssaOnline/WebBeans/</a> follow all steps.
<b><u>POST 14/45</u></b>	:	<b><u>MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/4/03/08 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	Grade 1: R268 584 - R311 361 per annum, (OSD) Grade 2: R330 324 - R379 356 per annum, (OSD) Grade 3: R400 644 - R507 540 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office: Gauteng
<b><u>REQUIREMENTS</u></b>	:	Nursing Four (4yrs) Degree/ Three (3yrs) Diploma. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Experience in a trauma/ emergency/ internal medicine/ general surgery/ orthopaedics/ theatre at the regional public hospital or private hospital is required. Experience in medical claims processing/ insurance environment will be an added advantage. Registration with the South African Nursing Council. <b>Grade 1:</b> 2 to 9 years' experience gained after registration. <b>Grade 2:</b> 10-19 years' experience gained after registration. <b>Grade 3:</b> 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette.
<b><u>DUTIES</u></b>	:	Coordinate rehabilitation interventions according to beneficiaries needs. Facilitate early return to work and community re-integration programmes. Maintain relationships and empower all internal and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	Mr S Mdluli/ Dr V Mabudusha Tel No: 012 319 8100
<b><u>APPLICATIONS</u></b>	:	To apply follow the link <a href="https://essa.labour.gov.za/EssaOnline/WebBeans/">https://essa.labour.gov.za/EssaOnline/WebBeans/</a> follow all steps.
<b><u>POST 14/46</u></b>	:	<b><u>CLAIMS PROCESSOR: COID (X15 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R218 064 per annum
<b><u>CENTRE</u></b>	:	Germiston stationed at Pretoria Ref No: HR 4/4/4/02/04 (X1 Post) Randburg stationed at Pretoria Ref No: HR 4/4/4/02/11 (X3 Posts)

Soshanguve stationed at Pretoria Ref No: HR 4/4/4/02/13 (X1 Post)  
Johannesburg Ref No: HR 4/4/4/03/01 (X4 Posts)  
Mamelodi stationed at Pretoria Ref No: HR 4/4/4/03/02 (X2 Posts)  
Kempton Park stationed at Pretoria-Ref No: HR 4/4/4/03/03 (X1 Post)  
Pretoria Labour Centre Ref No: HR 4/4/4/03/04 (X1 Post)

**REQUIREMENTS**

: Vereeniging Labour Centre stationed at Pretoria Ref No: HR 4/4/4/03/14 (X1 Post)  
Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 1-2 years' experience on compensation and medical claims processing. Knowledge: Compensation Fund Policies, Procedures and Processes, Relevant Stakeholders, Human Anatomy/ Biology and medical terminology, Customer Service (Batho Pele Principles), COID tariffs, Public Service Charter, Approved COID Delegation, Promotion to Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skill, Communication (Written and Verbal) Data Capturing, Data and records management, Telephone Skills and Etiquette.

**DUTIES**

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

**ENQUIRIES**

: Mr SS Mdluli Tel No: 012 319 913

**APPLICATIONS**

: To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/47**

**CLAIMS PROCESSOR REF NO: HR4/4/5/27**

**SALARY**

: R218 064 per annum

**CENTRE**

: Labour Centre: Durban

**REQUIREMENTS**

: Grade 12 / Senior Certificate. Three-year tertiary qualification in Public Management/ Administration / Social Science / OHS / Finance / HRM will be added advantage. Experience: None. Knowledge: Public Service Act, Public Service Regulation, 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. Skills: Required Technical Proficiency, Business Writing Skills, Data Capturing, Data and Records Management, Telephone Skills and Etiquette.

**DUTIES**

: Adjudicate the registered claims. Preparation of compensation benefits. Handle claims enquiries. Render administration activities.

**ENQUIRIES**

: Mr SA Mchunu Tel No: (031) 401 9424

**APPLICATIONS**

: To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/48**

**INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO:HR4/4/5/33**

**SALARY**

: R218 064 per annum

**CENTRE**

: Vryheid Labour Centre

**REQUIREMENTS**

: Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, 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 F Dladla Tel No: (034) 980 8916

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/49** : **CLIENT SERVICES OFFICER: REGISTRATION SERVICES (X2 POSTS)**

**SALARY CENTRE** : R218 064 per annum  
 : Labour Centre: Richmond Ref No: HR4/4/5/32 (X1 Post)  
 : Labour Centre: Butterworth Ref No: HR4/4/1/150 (X1 Post)

**REQUIREMENTS** : Matriculation/ Grade 12. 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 B Ndlovu Tel No: (033) 212 2768  
 : Mr. TM Madikazi Tel No: 047 491 0656

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/50** : **UI CLAIMS OFFICER REF NO: HR 4/4/8/830**

**SALARY CENTRE** : R218 064 per annum  
 : Bethlehem Labour Centre

**REQUIREMENTS** : Grade 12\ Senior Certificate; 0-6 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 and written), Listening, Computer Literacy, Customer Relations, Decision Making.

**DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all processed claims or any other matter relating to the processing of claims. Perform administrative duties in the section.

**ENQUIRIES** : Mr. T Moholi Tel No: (058) 303 5293

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/51** : **SENIOR ADMIN CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/8/15**

**SALARY CENTRE** : R181 599 per annum  
 : Labour Centre: Springbok

**REQUIREMENTS** : Matriculation/ Grade 12/ 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 daily. Provide a finance and office management services to the labour centre daily. Responsible for training and performance activities in a labour centre daily. Responsible for the records management in a labour centre daily.

**ENQUIRIES** : Ms. H Goci Tel No: (027) 718 1508

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

**POST 14/52** : **ADMINISTRATION CLERK: PUBLIC EMPLOYMENT SERVICE REF NO: HR4/4/4/03/07**

**SALARY** : R181 599 per annum

**CENTRE** : Provincial Office: Gauteng

**REQUIREMENTS** : Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.

**DUTIES** : Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.

**ENQUIRIES** : Mr V Mazibuko Tel No: 011 853 0300

**APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.