

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 : 02 June 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, initialed and signed by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. A recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview following the communication from Human Resources and such qualification(s) and other related document(s) will be in line with the requirements of the advert. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. Note applications for SR1-SR8 post(s) must be submitted electronically online following the 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 17/19 : **PRINCIPAL PSYCHOLOGIST REF NO: HR4/4/10/540**
(Re-advertisement, applicants who previously applied must re-apply)

SALARY : R1 127 631 - R1 249 254 per annum, (OSD)

CENTRE : Provincial Office: Western Cape

REQUIREMENTS : Masters' Degree qualification in Psychology. Registration with HPCSA as Psychologist. Three (3) years appropriate experience as a Psychologist after registration with the HPCSA as a Counselling/ industrial Psychologist. Valid Driver's 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, Report writing, Leadership, Networking, Information Management.

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 APPLICATIONS : Mr. Q Bowman Tel No: 021 441 8120
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

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

POST 17/20 : **DEPUTY DIRECTOR LABOUR CENTRE OPERATIONS REF NO: HR4/4/10/541**

SALARY CENTRE REQUIREMENTS : R958 824 per annum, (all inclusive)
: Labour Centre: Cape Town (Western Cape)
: Three (3) years National Diploma (NQF6)/ Undergraduate Degree (NQF7) in Financial Management, Accounting, Human Resource Management, Labour Relations, Social Science (Developmental Studies, Social Work, Nursing Industrial Psychology/Psychology, Qualifications with Research Economics, and Statistics as major subjects), Engineering Science (Civil and/or Construction Engineering, Electrical Engineering, Mechanical Engineering, Environmental Health, Analytical Chemistry, Chemical Engineering, Chemistry, Explosives Management, Explosives Engineering), Management, Public Management/Administration, Business Management/Administration, Operations Management, Project Management, Commerce (General), Administrative Information Management, Administrative Management, LLB/BCOM Law/BA Law/B Proc. Five (5) years' experience of which two (2) at an Assistant Director level and three (3) years' functional experience in labour market operations / services delivery environment. Drivers Licence. Knowledge: Public Finance Management Act, Treasury Regulations, Supply Chain Management processes, Asset Management, All Labour Legislations, Departmental policies and Procedures, Public Service Regulations, Batho Pele Principles, Service Delivery Plan Skills: Management, Communication (both verbal and written), Computer Literacy, Conflict Management, Presentation, Interpersonal, Conflict Management, Change Management, Diversity Management, Monitoring and Evaluation, Leadership and Project Management.

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

ENQUIRIES APPLICATIONS : Mr. Q Bowman Tel No: 021 441 8120
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

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

POST 17/21 : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/10/542**

SALARY CENTRE REQUIREMENTS : R527 298 per annum
: Labour Centre: George
: A Three (3) year tertiary qualification in Public Management/Business Management/ HRM/ Operations Management/ Nursing. Three (3) years functional experience in a claims/medical insurance processing environment on senior claim assessor/supervisor level. Knowledge: Public Service Regulations, DoL and Compensation Fund business strategies and goals,

Directorate goals and performance requirements, Compensation Fund Services, PFMA and Treasury Regulations, Relevant stakeholders, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, Fund IT Operating Systems, Technical Knowledge, Public Service Act. Skills: Required Technical Proficiency, Communication, Business Writing Skills, Required IT skills, Strategic Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision Making, Accountability, People Management and Empowerment (including developing others), Client Orientation and Customer Focus, Work Ethic and Self-management, Risk Management and Corporate Governance.

DUTIES : Provide oversight and control to the claims processing and employer assessment processes as required in terms of the segregation of duties. Manage the resolution of all COID enquiries. Manage the quality assurance on all COID claims and employer registrations and assessments. Provide technical advice and guidance on finalization of all COID activities. Assist in the management of the sub-directorate.

ENQUIRIES APPLICATIONS : Mr. Q Bowman Tel No: 021 441 8120
 : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

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

POST 17/22 : **EMPLOYMENT SERVICE PRACTITIONER III REF NO: HR4/4/10/543**

SALARY CENTRE REQUIREMENTS : R527 298 per annum
 : Labour Centre: George (Western Cape)
 : Three (3) years relevant tertiary qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Public Management/ Business Administration/ Business Management. Four (4) years (Functional and Supervisory experience) in Employment Services environment. Valid drivers licence. Knowledge: Immigration Act, Employment Service Act, Unemployment Insurance Act, Compensation of Occupational Injuries and Diseases Act, ILO Conventions, Human Resource Management Policies, Public Financial Management Act, Public Service Act, Departmental Internal Policies. Skills: Planning and Organizing, Communication, Computer, Networking, Analytical, Presentation, Report Writing, Negotiation, Marketing, Interpersonal, Leadership.

DUTIES : Coordinate and maintain the relationship within Employment Service stakeholders. Manage the provision of registration and referral of work seekers for the Department. Supervise the provisioning of technical advice and administration services regarding PES legislations to the client. Provide administrative support to PES Labour Centres. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) projects and Temporary Relief Schemes (TES). Manage all the resources of the division.

ENQUIRIES APPLICATIONS : Mr. Q Bowman at 082 901 3232
 : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town

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

POST 17/23 : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR4/4/10/544**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 : Provincial Office (Western Cape)
 : Three (3) years tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. Two (2) years functional experience in Auditing and/ Financial Management. Valid driver's licence. Knowledge: Departmental policies and procedures, Batho Pele Principles, OHS Act and Regulations, COIDA, Unemployment Insurance Act, Basic Conditions of Employment Act, Skill Development Levi Act, Labour Relations Act, Unemployment Contributions Act, Skills Development Act, Employment Equity Act, Public Financial Management 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 COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIA and COIDA matters. Coordinate the process that monitor and evaluate impact of UIA and 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. Q Bowman Tel No: 021 441 8120
- APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.
- POST 17/24** : **SUPERVISOR: CLIENT SERVICES REF NO: HR4/4/10/545**
- SALARY** : R359 517 per annum
- CENTRE** : Labour Centre: Worcester (Western Cape)
- REQUIREMENTS** : Three (3) years tertiary qualification in Customer Services/ Management/ Customer Relations/ Contact Centre Management/ Office Administration Management/ Communications/ Marketing. Two (2) years functional experience in customer care/ client service environment. 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.
- DUTIES** : Monitor and oversee the help desk at the first port of the entry within COID Service. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries. Attend all queries regarding legislation and follow up on pending queries. Management of resources.
- ENQUIRIES** : Mr. Q Bowman Tel No: 021 441 8120
- APPLICATIONS** : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.
- POST 17/25** : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**
- SALARY** : R359 517 per annum
- CENTRE** : Labour Centre: Somerset West (Western Cape) Ref No: HR4/4/10/546 (X1 Post)
- REQUIREMENTS** : Labour Centre: Durban- Ref No: HR4/4/5/36 (X1 Post)
Three (3) years tertiary qualification in Business Administration/ Management; Public Administration/ Management and 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.
- DUTIES** : 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.
- ENQUIRIES** : Mr Q Bowman Tel No: 021 441 8120
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 17/26** : **OHS INSPECTOR REF NO: HR4/4/10/547 (X2 POSTS)**
- SALARY** : R359 517 per annum
- CENTRE** : Labour Centre: Mossel Bay
- REQUIREMENTS** : Matriculation/ Grade 12/ Senior Certificate plus a 3 year recognised qualification in the relevant field i.e. 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.

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 : Mr. Q Bowman Tel No: 021 441 8120

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

POST 17/27 : **SENIOR OHS OFFICER REF NO: HR 4/4/8/841**

SALARY : R359 517 per annum

CENTRE : Provincial Office Free State

REQUIREMENTS : Tree (3) year qualification in Economics/ Statistics/ Sociology/ Psychology/ Demography/ Development Studies, One (1) year functional experience in Labour market research field. One (1) year supervisory experience and/or two (2) years functional experience. Valid Driver's License. Knowledge: Labour legislation and relevant policies, Batho Pele Principles, Labour market dynamics, Research Methodology. Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, Creative, Data Analysis, Statistical and research.

DUTIES : Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders. Provide administrative support to the Sub-Unit.

ENQUIRIES : Ms M Monyane Tel No: (051) 505 6298

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

POST 17/28 : **SENIOR OHS OFFICER (RESEARCH MONITORING AND EVALUATION) REF NO: HR 4/4/1/300**

(Re-advertisement, applicants who previously applied must re-apply)

SALARY : R359 517 per annum

CENTRE : Provincial Office Eastern Cape

REQUIREMENTS : Three (3) year tertiary qualification in Economics/Statistics/Sociology/Psychology/Demography/ Development studies. One (1) year functional experience in Labour Market research field. One (1) year supervisory experience and/ or two (2) years functional experience. Knowledge: Labour legislation and relevant policies, Analytical methods, Batho Pele Principles, Labour market dynamics, Research Skills: Analytical, Assertiveness, Communication, Interpersonal, Interviewing skills, Innovative, creative, Data analysis, Statistical and research, Computer, Management and leadership.

DUTIES : Coordinate the provincial research processes aimed to evaluate the impact of labour legislation on different stakeholders, Provide administrative support to the Sub-Unit.

ENQUIRIES : Mr M Marala Tel No: 043 701 3005

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

POST 17/29 : **TEAM LEADER: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/10/606**

SALARY : R359 517 per annum
CENTRE : Mthatha Labour Centre, Eastern Cape
REQUIREMENTS : Three (3) year National Diploma (NQF 6)/Undergraduate Bachelor degree (NQF 7) in Labour Relations/ Labour Law/ LLB/BCOM LAW Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following 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 Contribution 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.

DUTIES : Plan and independently conduct substantive inspections with the aim of ensuring compliance with some of Labour legislation, 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) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections , Conduct advocacy campaigns on labour legislation regularly, Manage the finalisation 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.

ENQUIRIES : Ms S Zawula Tel No: 047 501 5600
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps

POST 17/30 : **INTERNAL AUDITOR REF NO: HR4/23/06/01HO**

SALARY : R294 321 per annum
CENTRE : Head Office, Pretoria
REQUIREMENTS : Three (3) year relevant tertiary qualification in Auditing/ Accounting/ Finance/ BCom Information Systems. Valid Driver's Licence. One (1) year functional experience in Internal Auditing. Statutory Body Requirements: Institute of Internal Auditors. Knowledge: Applicable legislative and regulatory framework (i.e Labour), Public Finance and Management Act (PFMA), Treasury Regulations and guidelines, Organisational and government structures, National Treasury Internal Audit Framework, Internal audit concepts, frameworks and methodologies, Public Sector Risk Management Framework, King Report on Corporate governance (II and III), Framework for managing performance information, Departmental internal audit activity charter, audit and risk committee charters, General Recognised Accounting Practice (GRAP), International Professional Practices Framework (IPPF) of the Institute of Internal Auditors (IIA): (1) Definition, (2) Code of Ethics, (3) Standards, (4) Practice Advisories and (5) Practice Guides. Skills: Planning and Organising, Communication (verbal and written), Computer Literacy, Leadership, Good Interpersonal, Presentation, Analytical, and Team mate.

DUTIES : Planning of audit engagements. Conduct Audit engagements in accordance with Audit Programmes. And Render administrative support to the Internal Audit within DoL.

ENQUIRIES : Ms Q Mokhele Tel No: 012 309 4630
APPLICATIONS : To apply follow the link <https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

POST 17/31 : **OFFICE ADMINISTRATOR REF NO: HR4/23/05/13HO**

SALARY : R294 321 per annum
CENTRE : Head Office, Pretoria

<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6)/ Undergraduate Bachelor Degree (NQF 7) in Office Management, Information Management and Technology, Public Administration, Business Administration, Business Management, Public Management. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental Policies and procedures, Planning and organizing, Administration procedures, Batho Pele Principles, and Interpersonal relations. Skills: Facilitation, Interpersonal relationship, Communication both (Verbal and Written), Computer, Telephone etiquette, Organising, Decision Making, Analytical and Project Management.
<u>DUTIES</u>	:	Provide a receptionist support to the Directorate including diary management for the Director. Render a Secretariat Service for the Office of the Director. Assist in Monitoring and maintaining the budget including the supply chain for the Directorate. Facilitate and coordinate all logistical and resource requirements of the Directorate. Provide Management Information and records management services in the Directorate.
<u>ENQUIRIES</u>	:	Ms MJ Nkuna Tel No: 012 309 4336
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps .
<u>POST 17/32</u>	:	<u>UI CLAIMS OFFICER REF NO: HR 4/4/10/548</u>
<u>SALARY</u>	:	R241 485 per annum
<u>CENTRE</u>	:	Provincial Office: Western Cape
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Q Bowman Tel No: 021 441 8120
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps
<u>POST 17/33</u>	:	<u>CLAIMS PROCESSOR: COID REF NO: HR4/4/5/27</u>
<u>SALARY</u>	:	R241 485 per annum
<u>CENTRE</u>	:	Durban Labour Centre
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Handle claims registration documentation. Prepare for adjudication. Prepare for medical claims processing. Render administrative duties
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 401 9424
<u>APPLICATIONS</u>	:	To apply follow the link https://essa.labour.gov.za/EssaOnline/WebBeans/follow_all_steps
<u>POST 17/34</u>	:	<u>SECURITY OFFICER REF NO: HR4/4/4/04/05</u>
<u>SALARY</u>	:	R171 537 per annum
<u>CENTRE</u>	:	Gauteng Provincial Office but stationed at Pretoria Labour Centre
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. Grade C Security Certificate. Twelve (12) months security experience. PSIRA Grade C. Knowledge: Access to Public premises and vehicles Act, Evacuation procedures, Minimum

Information Security Standards, Private Security Industry Regulatory Authority Procedures, Batho Pele Principles, Public Service Regulations Act, Departmental Policies and Procedures. Skills: Verbal and written communication, Interpersonal relations, Problem solving, Communication, Conflict management, Coordination skills, Computer Literacy.

DUTIES : Control access in and out of the Labour Centre and a Provincial Office (Daily). Secure the flow of information and assets within the Labour Centre and a Provincial office (Daily). Conduct security patrols of the building and offices to ensure safety of employees and clients (Daily). Conduct internal investigations and enforce security rules and regulations (Daily).

ENQUIRIES : Ms MA Phasha Tel No: (012) 309 5253

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

POST 17/35 : **MESSENGER: MANAGEMENT SUPPORT SERVICES REF NO: HR4/4/10/549**

SALARY : R147 036 per annum

CENTRE : Labour Centre: Cape Town

REQUIREMENTS : Grade 10. No experience. Knowledge: Departmental policies and procedures, Public Service Act, All Legislations relevant to the post Skills: Verbal and Written communication, Interpersonal relationship, Computer literacy, Time Management, Conflict management, Planning and Organizing.

DUTIES : Provide messenger service within the Provincial Office. Handle administration of log sheets, fuel cards and fuel voucher of Subsidized vehicle.

ENQUIRIES : Mr. Q Bowman Tel No: 021 441 8120

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

POST 17/36 : **OFFICE AID REF NO: HR4/4/10/550**

SALARY : R147 036 per annum

CENTRE : Labour Centre: Cape Town (Western Cape)

REQUIREMENTS : Grade 10 / ABET certificate. Knowledge: Cleaning practices, Catering, Office practice. Skills: Communication, Interpersonal relations

DUTIES : Ensure clean office environments at all times. Provide Food Service Aid. Assist in distributing stock Prepare boardrooms for meetings.

ENQUIRIES : Mr. Q Bowman Tel No: 021 441 8120

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