

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	22 September 2023 at 16:00
<u>NOTE</u>	:	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. 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. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The requirements for application of Senior Management Services (SMS) include the successful completion of a SMS Pre-entry programme (Nyukela) as endorsed by the National School Government (NSG). Prior to appointment, a candidate (s) should therefore have proof that they have registered for the Pre-Entry Certificate and have completed the course. The cost for Nyukela is at the applicants own expense. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/ . All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

MANAGEMENT ECHELON

<u>POST 32/07</u>	:	<u>DIRECTOR: EXECUTIVE SUPPORT REF NO: HR4/4/3/3DES/UIF</u> (1 Year Contract)
<u>SALARY</u>	:	R1 162 200 per annum, (all inclusive)
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	NQF level 7 qualification (as recognized by SAQA) in Project Management/ Public Management/ Public Administration or Business Administration/ Office

		Administration. Senior Management Leadership Programme Certificate. Five (5) years middle management experience. Knowledge: Departmental policies and procedures, Public Service Regulation (PSR), Public Service Act (PSA), Labour relations Act (LRA), Employment Equity Act (EEA), Project management principles and methodologies, Project management information technology e.g. PMBOK, MS projects etc. Skills: Computer literacy, Change management, People development and empowerment, Strategic management and leadership, Financial Management, Project management, Communication, Report Writing, Presentation, Interpersonal relations.
<u>DUTIES</u>	:	Develop and ensure the implementation of administrative measures for the effective and efficient operation of the Commissioner's office. Manage the Commissioner's engagements with stakeholders and other government institutions. Provide strategic project coordination service within the Fund. Manage resources within the office of the Commissioner.
<u>ENQUIRIES</u>	:	Ms MP Roux Tel No: (012) 337 1529/ 1729
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, UIF
<u>POST 32/08</u>	:	<u>ASSISTANT DIRECTOR: COIDA (X2 POSTS)</u> (Re-advert, all applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R527 298 per annum
<u>CENTRE</u>	:	Rustenburg Labour Centre Ref No: HR4/4/09/01 (X1 Post) Mafikeng Labour Centre Ref No: HR4/4/09/01 (X1 Post)
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Two (2) years supervisory experience in a disability claim and or medical insurance processing environment. Two (2) years functional experience in a disability claim and or medical Insurance processing environment. Knowledge: Public Service Act. Basic Conditions of Employment Act (BCEA). Employment Equity Act (EE). Public Service Regulation. Compensation Fund business strategies and goals. PFMA and Treasury Regulations. Guidelines on application of COID (for government departments). Customer Service (Batho Pele). Risk Management. Skills: Leadership. Service delivery innovation (SDI). Planning and organising. Problem solving and analysis. Decision making. People Management and Empowerment (Including developing others). Communication (written and verbal).
<u>DUTIES</u>	:	Facilitate the processing of Compensation aims benefits within COID Processing Office. Coordinate the resolutions of all COID and employer services. Conduct quality assurance on all COID claims and employer services. Liaise with internal and external stakeholders in respect of COID legislation and services. Manage human, financial and physical resources of the section.
<u>ENQUIRIES</u>	:	Mr MO Maluleke Tel No: (018) 387 8186
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho.
<u>POST 32/09</u>	:	<u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: HR4/4/3/2ASDOD/UIF</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Unemployment Insurance Fund, Pretoria
<u>REQUIREMENTS</u>	:	A three (3) year qualification (NQF Level 6) in Management Services / Operations Management / Production Management / Organisational Development. Four (4) years functional experience of which two (2) years functional experience in Organisational Development (OD) environment and two (2) years' experience at a supervisory level. Knowledge: Public Service Act (PSA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Labour Relations Act (LRA), Basic Conditions of Employment Act (BCEA), Unemployment Insurance Amendment Act (UIA), Unemployment Insurance Contributions Act (UICA), Employment Equity Act (EEA), Organisational Design, Job Evaluation System, Work Study Techniques, Job Profile. Skills: Financial Management,

DUTIES

Communication, Computer Literacy, Time Management, Interpersonal, Report Writing, Planning and Organizing, Analytical, Creativity, Facilitation, Presentation.
: Facilitate the design and review of the organisational structure. Coordinate Job Evaluation Process within the fund. Coordinate the implementation of Organisational structure, Legislations/ Directives. Facilitate the development and signing of job profiles. Manage resources (Human, Financial, Equipment / Assets) in the sub-directorate.

ENQUIRIES

: Ms SE Mokoena Tel No: (012) 337 1912

APPLICATIONS

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

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: Sub-directorate: Human Resources Management, UIF