

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 October 2023 at 16:00
- NOTE** : 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

- POST 33/60** : **DIRECTOR: INTERNAL AUDIT REF NO: HR5/1/2/3/42**
(Re-Advertisement, applicants who previously applied are encouraged to re-apply)
- SALARY** : R1 162 200 per annum, (all inclusive)
- CENTRE** : Compensation Fund, Pretoria
- REQUIREMENTS** : Undergraduate qualification (NQF Level 7) in Internal Audit/Accounting/Cost and Management Accounting. Post Graduate Qualification in Internal Audit or relevant to Internal Audit and/or Professional Internal Auditor Certification will

be an added advantage. Certified Internal Auditor Certificate a pre-requisite. Pre-entry Certificate into SMS is required. 5 years' working experience at Middle/Senior management level in Internal Audit environment is a requirement. Institute of Internal Auditors Membership a pre-requisite. Knowledge: Performance Audit and Internal Audit Standards. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: COIDA; PFMA; 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; Problem solving. Planning and organising; Team leadership; External Environmental Awareness.

- DUTIES** : Oversee the Compliance and Assurance Audits, ICT Audits, and Performance Audits of the Fund in line with the relevant Legislation, Regulations and Standards. Provide strategic leadership to the audit function of the Fund. Manage stakeholders and monitor the performance of the internal audit function to the Fund. Manage and maintain quality assurance and improvement program that covers all aspects of the internal audit activity. Manage resources in the Directorate.
- ENQUIRIES APPLICATIONS** : Ms F Fakir Tel No: (012) 319 9495
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
- NOTE** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply

OTHER POSTS

- POST 33/61** : **DEPUTY DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/43**
- SALARY CENTRE REQUIREMENTS** : R811 560 per annum, (all inclusive)
- : Compensation Fund, Pretoria
- : Three (3) year tertiary qualification in Forensic Investigations/Commercial/Law/Criminal Justice. Post Graduate Degree relevant for the above will be an advantage. 5 years' functional experience in the Investigation on crime or in anti-corruption environment of which 2 years at Assistant Director level or entry management level. Knowledge: Compensation Fund regulations, policies and procedures. Fund Governance and Risk Management. Financial and budgeting management. Customer Service principles (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Understanding of risk management and audit practices. Investigation methods and techniques. Understanding of Fraud and corruption processes. COIDA. Public service regulations. Promotion of Access to Information Act. Legislative Requirement: National intelligence Act. Protection of Information Act. Criminal procedure Act. PFMA. National Treasury Regulations. Skills: Communication skills (verbal and written). Client orientation and customer focus. Programme and project management. Strong analytical skills. Conflict management. Planning and organising. Problem solving. Computer literacy.
- DUTIES** : Develop and manage the implementation of fraud investigation policy and strategy. Manage the investigation of alleged fraud, corruption cases and serious maladministration within the Fund. Provide progress on the investigations case register implementation. Establish and maintain relationship with internal and external stakeholders. Manage all resources in the sub-directorate.
- ENQUIRIES APPLICATIONS** : Ms K Mocwiri at (066) 471 6533
- : 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 33/62 : **ASSISTANT DIRECTOR: ICT AUDITS REF NO: HR 5/1/2/3/44**
(Re-Advertisement, applicants who previously applied are encouraged to re-apply)

SALARY : R424 104 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Internal Audit / Computer Science/Information System. Certified Information System Auditor – CISA as an added advantage. Certified Information Security Manager-CISM as an added advantage. Certified Information System Security Practitioner-CISSP as an added advantage. 4 years' functional experience in ICT Audit of which 2 years' in supervisory experience. Member of Institute of Internal Auditors or/and ISACA. Knowledge: Compensation Fund policies, procedures, processes. ICT Audit standards. COBIT (control objectives for information related technologies) framework. 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 : Provide inputs and implement the ICT audits strategies, plans, guidelines and methodology. Conduct ICT audits assignments in accordance with the audit methodology. Provide progress on ICT audits activities. Management of resources in the sub-directorate.

ENQUIRIES : Ms T Dikokoe at (071) 148 4046
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 33/63 : **ASSISTANT DIRECTOR: EMPLOYERS COMPLIANCE REF NO: HR 5/1/2/3/45**

SALARY : R424 104 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Auditing/Financial Management/Compliance Management/Internal Auditing. Valid driver's License. 2 years' functional experience on Senior Admin Officer in Employers audit environment. 2 years' supervisory experience. Knowledge: Compensation Fund business strategies and goals. Customer Service principles (Batho Pele principles). Compensation fund value. Understanding of risk management and audit practices. Corporate governance guidelines and strategies. IT proficiency. IT Operating systems. COIDA. Generally Recognized Accounting practices 9GRAP). Debtors Management. Legislative requirements: Public Finance Management Act (PFMA). Public Service Act (PSA). Public Service Regulation (PSR). Occupational Health and Safety (OHS). Basic Conditions of Employment. Labour Relations. Skills: Accounting. Communication (verbal and written). Computer Literacy (MS Office Suite). Interpersonal. Time Management. Report Writing. Planning and Organizing. Creativity. Numeracy. Financial Management. People Management.

DUTIES : Manage the provision of support to Provincial Office. Manage and Coordinate employer audits activities within the Fund. Manage and participate in employer compliance policy development and review across the Fund and other stakeholders. Manage all resources in the Sub-directorate.

ENQUIRIES : Mr K Makgamatha at (066) 120 9681
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 33/64 : **ASSISTANT DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR 5/1/2/3/46**
(Re-Advertisement, applicants who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Compensation Fund, Pretoria
: Three-year qualification in Information Systems/Technology/Informatics. 4 years' functional experience in Information systems of which 2 years is supervisory. Knowledge: Compensation Fund Strategic Objectives. Relevant stakeholders. Customer Service (Batho Pele Principles). Technical knowledge. COIDA Guidelines. Public Service Act (PSA). Legislative requirements: Sarbanes Oxley Act. ITIL Framework. PFMA and National Treasury Regulations. Promotion of Access to Information Act. Skills: Required Technical proficiency. Business Writing Skills. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Diversity Management. Managing inter-personal conflict and resolving problem. Planning and organizing. Problem solving and decision making Team leadership.

DUTIES : Enhance the performance and functionality of Financial Management systems. Co-ordinate daily activities of the systems and provide support to end users. Co-ordinate the regular maintenance of financial systems. Supervision of staff.

ENQUIRIES APPLICATIONS : Ms MM Munonde at (082) 523 3261
: 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 33/65 : **SENIOR PRACTITIONER: INDIVIDUAL LABOUR RELATIONS REF NO: HR 5/1/2/3/47**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Compensation Fund, Pretoria
: Three-year tertiary qualification in Labour Relations/Human Resource Management specializing in Labour Relations. Minimum of 2 years' functional experience in Employee Relations/Labour Relations/Employment Relations. Knowledge: Compensation Fund business strategies and goals. Relevant stakeholders. Customer Service (Batho Pele Principles). Legislative Requirement: Constitution Act 108 of 1996 (amended). Public Service Act of 1994. Public Service Regulations. Employment Equity Act. Skills Development Act. Basic Conditions of Employment Act. COIDA. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to Information Act. Promotion of Administrative Justice Act. Skills: Business Writing Skills. Decision making. Self-Management. Communication and Information Management. Continuous improvement. Customer Focus and Responsiveness. Planning and organizing. Problem solving. Employee Relations Skills.

DUTIES : handle dispute resolution management in the Fund. Handle disciplinary and grievance processes to ensure sound Labour relations. Develop case management data base for ER. Handle Employee Relations enquiries and advocacy sessions. Supervisor of staff.

ENQUIRIES APPLICATIONS : Mr MS Maphoto Tel No: (012) 319 5682
: 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 33/66 : **SENIOR STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/48**

SALARY CENTRE : R359 517 per annum
: Compensation Fund, Pretoria

<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Financial Management/Financial Accounting/Cost and Management Accounting. 2 years' functional experience in debt collection environment of which 1 year is supervisory experience. Knowledge: Compensation Fund business strategies, policies and procedure. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles) Understanding of risk management. Understanding of public sector revenue and debt collection processes. Understanding of Debt Collection internal controls. COIDA. Legislative Requirement: Public Financial Management PFMA. National Treasury regulations. Promotion of Access to Information Act. Skills: Client orientation and customer focus. Communication (verbal and written). Bad debt management. Debt collection. Financial compliance and reporting. People and performance. Problem solving and analysis. Planning and organizing.
<u>DUTIES</u>	:	Provide debt collection service for the Compensation Fund. Perform financial administration process on debt collection. Send Reminders for debt collection. Supervising of staff.
<u>ENQUIRIES</u>	:	Ms D Mbulawa at (082) 783 1875
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 33/67</u>	:	<u>SENIOR STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: HR 5/1/2/3/49</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Compensation Fund, Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Accounting, Finance. 2 years' functional experience in Financial Reporting. Knowledge: Compensation Fund business strategies and goals. Directorate/ sub directorate goals and performance requirements. Compensation Fund Services. Compensation Fund Value Chain and business processes. Public Service, Dol and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). Fund Values. Required IT Knowledge. Fund IT Operating systems. Technical knowledge. DPSA Guidelines on COIDA. Legislative Requirement: COIDA Act, Regulations and Policies. Occupational Health and Safety Act (OHS). PFMA and National Treasury Regulations. Promotion of Access to information Act. PAJA. Constitution Act 108 of 1996 (amended). Road Accident Fund (RAF). Unemployment insurance Act (UIA). General knowledge of the Public Service Regulations. LRA, EE Act, SDA & BCEA. Skills: Required Technical proficiency. Business Writing Skills. Required IT Skills. IT Operating System. Decision making. Self-Management. Budgeting and Financial Management. People and Performance Management. Developing others. Planning and organizing. Problem solving. Project or programme management. Team leadership
<u>DUTIES</u>	:	Review and authorize transactions. Perform general ledger activities. Perform GL reconciliation for the accounts. Perform year-end tasks.
<u>ENQUIRIES</u>	:	Ms MM Munonde at (082) 523 3261
<u>APPLICATIONS</u>	:	Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
<u>NOTE</u>	:	Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.
<u>POST 33/68</u>	:	<u>OHS INSPECTOR: MECHANICAL (X2 POSTS)</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Labour Centre: Richards Bay Ref No: HR4/4/5/34 (X1 Post) Labour Centre: Modimolle Ref No: HR 4/4/6/159 (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Mechanical Engineering/Mechatronic Engineering. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South

		African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.
<u>ENQUIRIES</u>	:	Mr KI Ximba Tel No: (035) 760 1614 Ms Fope JM Tel No: (015) 290 1699/1694
<u>APPLICATIONS</u>	:	Deputy Director: Richards Bay Labour Centre: Private Bag X 20033, Empangeni, 3880 Or hand deliver at 11 Lira Rink Road, Richards Bay. For Attention: Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal 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 33/69</u>	:	<u>OHS INSPECTOR: ELECTRICAL REF NO: HR 4/4/6/162</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Labour Centre: Groblersdal
<u>REQUIREMENTS</u>	:	Senior Certificate plus a 3-year recognised qualification in the relevant field, i.e. Electrical Engineering. Valid Driver's licence. Registration with the relevant, recognized professional body is an advantage but not compulsory. No experience required. 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 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.
<u>DUTIES</u>	:	To plan and independently conduct inspections with the aim of ensuring compliance with 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.
<u>ENQUIRIES</u>	:	Ms GJ Matlhakoane Tel No: (015) 290 1665
<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.

POST 33/70 : **OHS: INSPECTOR: CIVIL AND CONSTRUCTION REF NO: HR 4/4/6/160**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Mokopane
REQUIREMENTS : Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Civil Engineering/Construction. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written).

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant Labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all Labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

ENQUIRIES : Ms MS Lebogo Tel No: (015) 290 1662
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 33/71 : **OHS: INSPECTOR REF NO: HR 4/4/6/161**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Lephalale (Thabazimbi Satellite Office)
REQUIREMENTS : Senior Certificate plus a 3 year recognized qualification in the relevant field, i.e. Occupational Hygiene/Environmental Health. Registration with the relevant, recognized professional body is an advantage but not compulsory. A valid driver's licence. Knowledge: Department policies and procedures, Occupational Health and Safety Act, as amended, Regulations (21), South African National Standards (Codes)- incorporated Codes become regulations, Compensation for Occupational Injuries and Diseases Act, Unemployment Insurance Act. Skills: Facilitation Skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovation skills, Analytical skills, Communication Skills (Verbal and Written)

DUTIES : To plan and independently conduct inspections with the aim of ensuring compliance with the Occupational Health and safety Act, Act 85 of 1993, Regulations and incorporated Standards. To confirm registration of with the Unemployment Insurance Act and the Compensation for Occupational Injuries and Diseases Act. Plan, investigate and finalize independently incidents and complaints reported pertaining to the OHS Act and the relevant regulations and enforce as and when necessary, appear in Court as a state witness. Plan and conduct allocated proactive inspections as per schedule to monitor compliance with the relevant labour legislation including compiling and consolidating reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including, execution of analysis and compilation of consolidated statistical report on regional and allocated cases.

ENQUIRIES : Ms MS Lebogo Tel No: (015) 290 1662

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane.

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

POST 33/72 : **OHS INSPECTOR REF NO: EC/2023/07/90411149**

SALARY : R359 517 per annum

CENTRE : Labour Centre: Gqeberha

REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus a 3-year tertiary qualification in Labour Relation/ B-Tech degree in Labour Relations/ LLB for BCEA or Electrical/Mechanical Engineering/ Environmental Health/ Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering for OHS. A valid driver 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, 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. MP Ngqolowa Tel No: (041) 506 5000

APPLICATIONS : Private Bag X6045, Port Elizabeth, 6000 or hand delivery at VSN Centre 116 - 134 Goven Mbeki Avenue, Port Elizabeth, 6000.

FOR ATTENTION : Sub-directorate: Human Resources Management,

POST 33/73 : **SENIOR ADMINISTRATION OFFICER: RISK MANAGEMENT REF NO: HR4/4/5/53**

SALARY : R359 517 per annum

CENTRE : Provincial Office: KZN

REQUIREMENTS : Three (3) years relevant tertiary qualification in Risk Management/ Internal Audit. Two (2) years functional experience in Risk Management. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act, Labour Relations, Basic Conditions of Employment, Batho Pele Principles, Public Service Regulations and Act, Risk Management, Project Management, Criminal Procedure Act. Skills: Interviewing, Communication, Listening, Computer literacy, Time Management, Analytical, Interpersonal, Report writing, Planning and organizing, Team player, Innovative, Dedicated, Supportive, Assertive.

DUTIES : Implement best practice methods on Risk Management and conduct/review Risk Assessment/Risk Monitoring and research on possible improvements on internal control in the province. Implementation of risk analysis and monitoring thereof. Implement risk compliance. Implement risk management services to Labour Centres and Provincial Office. Supervise sources in the section.

ENQUIRIES : Mr M Mangcotywa Tel No: (031) 366 2186

APPLICATIONS : Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

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

POST 33/74 : **SENIOR PRACTITIONER: COMPLIANCE & ASSURANCE AUDITS REF NO: HR 5/1/2/3/42**

SALARY : R359 517 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Internal Audit/ Accounting/ Cost and Management Accounting. Internal Audit Technician (IAT)- as added advantage. Internal Audit Technician-IAT as an added advantage. 2 years' functional experience in Assurance and Compliance Audits environment. Institute of Internal Auditors. Knowledge: Compensation Fund policies, procedures, Processes. Internal audit standards. Compliance and assurance processes. Internal Professional Practice Framework. Customer Relationship Management. Fund Governance and Risk Management. Budgeting and Financial Management. COIDA. Relevant stakeholders. Batho Pele Principles. Legislative Requirement: 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 Environment Awareness.

DUTIES : Assist in planning Compliance and Assurance audit engagements. Conduct Compliance and Assurance audit results. Follow up the implementation of Compliance and Assurance audit recommendations. Compile an audit file.

ENQUIRIES : Ms AG Umesiobi at (066) 262 3105
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 33/75 : **SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATION OFFICER) REF NO: HR4/4/8/44**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Uppington
REQUIREMENTS : Three-year tertiary qualification in Public Management/ Administration/ Social Science/ OHS/ Finance/HRM is required. 3-5 years' experience in a claims processing environment of compensation or 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. Data Capturing. Required IT Skills. Business writing skills. Data and records management. Telephone Skill and Etiquette. Numeracy.

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

ENQUIRIES : Mr. S Ndimande Tel No: (054) 331 1752
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 33/76 : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR4/4/8/45**

SALARY : R359 517 per annum
CENTRE : Labour Centre: Uppington
REQUIREMENTS : Three (3) years tertiary qualification in Public Management/ Public Administration/ Social Science/ OHS/ Finance/ HRM. 2 years functional experience in Pension Administration/ Claims processing environment of a financial nature. 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, Problem solving and decision making.

DUTIES : Render pension administrative duties. Claims adjudication and processing.

ENQUIRIES : Mr. S Ndimande Tel No: (054) 331 1752

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 33/77 : **SENIOR PRACTITIONER: EMPLOYEE PERFORMANCE MANAGEMENT REF NO: HR 4/ 4/3/1/SPEPM/UIF**

SALARY : R359 517 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : Three (3) years tertiary qualification (NQF Level 6) in Human Resource Management/ Public Management/ Public Administration/ Management of Training/ Industrial and Organisation Psychology. Two (2) years functional experience in Performance Management environment. Knowledge: Human Resource Management. Basic conditions of Employment. Performance Management System (PMS). Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Performance Management Development System (PMDS). PERSAL. Skills: Financial Management. Time Management Presentation. Planning and Organizing. Communication. Computer Literate (i.e. MS Word, Excel and / or PowerPoint). Project Management.

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

ENQUIRIES : Ms BE Dweba Tel No: (012) 337 1845

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

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

POST 33/78 : **SENIOR STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: HR 4/ 4/3/1/SSADM/UIF**

SALARY : R359 517 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

REQUIREMENTS : A three (3) year tertiary qualification (NQF Level 6) in Accounting/ Financial Management/ Cost and Management Accounting / Public Finance Management / Finance and Accounting (Public), Internal Audit / Taxation. Two (2) years functional experience in Finance environment. Knowledge: Public Finance Management Act (PFMA). Conflict Management. Basic Conditions of Employment. Financial Management. Treasury Regulations Generally Recognized Accounting Practices. Generally Accepted Accounting Practices. Debtors Management Skills: Accounting. Communication. Listening. Computer Literacy (MS Office Suite). Diversity Management. Interpersonal. Time Management. Report Writing. Planning and Organizing. Numeracy. Creativity.

DUTIES : Verify the maintenance of debtors records. Supervise the follow-ups of outstanding debts including legal claims and third party collection. Supervise the preparation of and review of monthly reconciliations of non-SARS debtors accounts against sub-module. Supervise resources in the sub-directorate.

ENQUIRIES : Ms V Pillay Tel No: (012) 337 1499

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.

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

POST 33/79 : **CALL CENTRE QUALITY ASSURER REF NO: HR 4/ 4/3/1/CCQA/UIF**

SALARY : R359 517 per annum

CENTRE : Unemployment Insurance Fund, Pretoria

- REQUIREMENTS** : A three (3) year tertiary qualification (NQF Level 6) in Call Centre, Contact Centre Management/ Public Management/ Business Administration/ Business Management/ Administrative Management/ Communication/ Finance Management. Two (2) years functional experience in Call Centre/ Customer Service environment. Knowledge: Telephone Etiquette, Call Centre Processes, Public Finance Management Act (PFMA), Public Service Regulations (PSR). Public Service Act (PSA). Basic Conditions of Employment Act (BCEA). Batho Pele Principles. Skills: Computer Literacy. Interpersonal. Communications. Listening. Customer. Focused. Telephone etiquette. Problem Solving. Planning and Organising. Analytical. Report writing. Creativity
- DUTIES** : Evaluate the quality of the calls received and provide advice on Standard Operational Measures. Retrieve, analyse and provide systematic call centre reports. Maintain call centre systems. Maintain call centre equipment and agent database.
- ENQUIRIES APPLICATIONS** : Ms ZW Chauke Tel No: (012) 337 1886
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 33/80** : **STATE ACCOUNTANT: DEBTORS MANAGEMENT REF NO: HR 4/4/3/1SADM/UIF**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Unemployment Insurance Fund, Pretoria
: A three (3) year tertiary qualification (NQF Level 6) in Accounting/ Financial Management/ Cost and Management Accounting / Public Finance Management / Internal Audit / Taxation. One (1) year functional experience in Finance environment. Knowledge: Public Finance Management Act (PFMA). Treasury Regulations Public Service Act (PSA). Public Service Regulations (PSR). Generally Recognized Accounting Principles (GRAP) Generally Accepted Accounting Principles. Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Debtors Management. Financial Management. Skills: Accounting. Communication. Computer Literacy. Interpersonal. Time Management. Report Writing. Planning and Organizing. Numeracy. Creativity.
- DUTIES** : Maintain the debtor's records. Follow-up of outstanding debts including legal claims and third party collection. Prepare and review of monthly reconciliations of non-SARS debtor.
- ENQUIRIES APPLICATIONS** : Ms V Pillay Tel No: (012) 337 1499
: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at corner Lilian Ngoyi and Pretorius Street, ABSA Towers Building, Pretoria
- FOR ATTENTION** : Sub-directorate: Human Resources Management, UIF
- POST 33/81** : **COID EMPLOYER AUDITOR: IES REF NO: HR4/4/5/55**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Provincial Office: KZN
: Matriculation/ Grade 12/ Senior Certificate/Three-year qualification in Financial Accounting/BCOM Accounting/LLB/BCOM Law/ BCOM in Commerce. Knowledge: Departmental policies and procedures, Batho Pele principles, Compensation of Occupational Injuries and Diseases Act (COIDA), OHS Act and regulations, Public Service Act, Public Service Regulation, Public Financial Management Act (PFMA) Skills: Sense of Responsibility, Goal Driven, Pro-active, Supportive, Team Player, Assertiveness, Disciplined and ability to meet deadlines and Client focus/Centric.
- DUTIES** : Conduct payroll audit on employers in terms of COIDA. Investigate complaints made on non-complaint with COIDA within prescribed timeframes. Issue enforcement notices on non-complaint employers within prescribed timeframes. Prepare documents for prosecution of non-complaint employers within prescribed timeframes. Prepare statistics on weekly basis to report performances.
- ENQUIRIES APPLICATIONS** : Mrs MP Shandu Tel No: (031) 366 2095.
: Deputy Director: Provincial Operations: P. O. Box 940, Durban, 4000 Or hand deliver at 267 Anton Lembede Street, Durban.

- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
- POST 33/82** : **PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: HR 5/1/2/3/50**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Compensation Fund, Pretoria
: Three-year (NQF Level 6) relevant tertiary qualification in Human Resources Management or Human Resources Development. 1 years' experience in Human Resource Development environment. Knowledge: Compensation Fund business strategies and goals. Compensation Fund Services. Compensation Fund Value Chain and Business processes. Del and Fund regulations, policies and procedures. Relevant stakeholders. Customer Service (Batho Pele Principles). DPSA Guideline on COIDA. Legislative Requirement: Skills Development Act. COIDA Act, Regulations and Policies. Public service Act Public Service Regulations as Amended as of 2016. Skills Development Act, 1998 (Act No 97 Of 1998). Skills Development Levies Act, 1999 (Act No 9 of 1999). South African Qualification Authority Act, 1995 (Act No 58 of 1995). South African HRD Strategic Framework. White paper on the transformation of the Public Service, 1995. White Paper on Public Service Education and Training, 1997. Labour Relations Act, 1995. Employment Equity Act, 1995. PFMA and National Treasury Regulations. Skills: Skills development. Self-Management. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. Managing interpersonal conflict and resolving problems. Planning and organizing. Problem solving. Project or programme management. Team leadership. External Environmental Awareness. Human Resource Planning Skills. Training and Development (HRD) Skills.
- DUTIES** : Develop and implement the Workplace Skills Program (WSP). Administer bursary programs for the head office and the Compensation Fund. Provide assistance in coordinating Compulsory Induction (CIP) and Departmental orientation in the Compensation Fund. Administer the developmental programs in the Compensation Fund. Supervise the staff for the HRD Unit
- ENQUIRIES APPLICATIONS** : Mr VR Chauke at (082) 040 4489
: 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 33/83** : **STATE ACCOUNTANT: DEBT MANAGEMENT REF NO: HR 5/1/2/3/51**
- SALARY CENTRE REQUIREMENTS** : R294 321 per annum
: Compensation Fund, Pretoria
: Three-year tertiary qualification in Financial Management/Financial Accounting/Cost and Management Accounting/Auditing. 1-year functional experience in income management (debt collection) environment. Knowledge: Compensation Fund business strategies, policies and procedure. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles) Understanding of financial risk. Understanding of public sector revenue and debt collection processes. Debt Collection internal controls. COIDA. Legislative Requirement: Public Financial Management PFMA. National Treasury regulations. Promotion of Access to Information Act. Skills: Technical Proficiency. Communication (verbal and written). Client orientation and customer focus. People solving and analysis. Interpersonal. Planning and organizing. Analytic thinking.
- DUTIES** : Provide debt collection services for the Compensation Fund. Perform financial administration process on debt collections. Follow up on debtor's accounts. Supervision of Staff.
- ENQUIRIES APPLICATIONS** : Ms D Mbulawa at (082) 783 1875
: 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 33/84 : **FINANCE ADMIN OFFICER: ESTATES REF NO: HR 5/1/2/3/52**

SALARY CENTRE REQUIREMENTS : R294 321 per annum
: Compensation Fund, Pretoria
: Three-year tertiary qualification in Financial Management/Financial Accounting/Cost and Management Accounting. 1-year functional experience in (liquidation/estate) claims environment. Knowledge: Compensation Fund policies and procedures. Understanding audits processes, principles and practices. Customer Service principles (Batho Pele Principles). Understanding financial risk management. Understanding of public sector revenue collection process. COIDA. Legislative Requirement: Public service regulations. Public Finance Management Act. National Treasury regulations. Promotion of Access to Information Act. Insolvency Act. Skills: Client orientation and customer focus. Communication (verbal and written). People and performance management. Problem solving and analysis. Planning and organizing. Analytic thinking. Conflict management. Interpersonal skills.

DUTIES : Review and review the estate claims. Receive and arrange mail according to revenue significance. Review the identified registered employer's estate. Supervision of staff.

ENQUIRIES APPLICATIONS : Mr R Madavha at (082) 783 1875
: 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 33/85 : **CLAIMS ASSESSOR REF NO: HR 4/4/8/866**

SALARY CENTRE REQUIREMENTS : R294 321 per annum
: Welkom Labour Centre Free State
: Grade 12 Certificate/ Three (3) year tertiary qualification in Public Management/ Public Administration/ 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, procedure and processes, Customer Service (Batho Pele Principles), Risk Awareness, COID tariffs. Skills: Requires 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 APPLICATIONS : Ms M Mamburu Tel No: (057) 391 0200
: 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 33/86 : **LEGAL ADMINSTRATIVE OFFICER (MR-3 to MR-5) REF NO: EC/2023/07/90410927**

SALARY : Grade 3: R293 847 – R333 666 per annum, (OSD)
: Grade 4: R351 618 - R397 323 per annum, (OSD)
: Grade 5: R420 642 - R596 127 per annum, (OSD)

CENTRE REQUIREMENTS : Provincial Office: Eastern Cape
: Four (4) years legal tertiary qualification or equivalent. 3-5 post graduate experience in Legal Services Knowledge: Admission as an advocate of Attorney of the High Court of South Africa. Knowledge: DoL and Compensation Fund Business strategies and goals, Directorate/ sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value and business processes, Public Service Regulations, Policies and Procedures. COIDA Act, Regulations and Policies, Public Service Act,

		Occupational Health and Safety Act, PFMA and National Treasury Regulations, Promotion of Access to Information Act, PAJA, Constitution Act 108 of 1996(amended), Road Accident Fund (RAF), Unemployment Insurance (UIA), General Knowledge of the Public Service Regulations, LRA, EE Ac, SDA & BCEA. Skills: Required Technical Proficiency, Business Writing Skills, Analytical Thinking, Decision Making, Communication and information Management, Customer Focus and responsiveness, People and Performance Management, Managing Interpersonal conflicts and resolving problems, Planning and Organising, Team Leadership.
<u>DUTIES</u>	:	Provide an effective legal administrative and support services for the Fund. Provide legal services to the Fund. Handle litigation for and on behalf of the Fund. Represent the Fund at the hearing in terms of section 56 and 91 applications hearings. Liaise with third parties. Manage and review claims of objections hearing process. Render administration support in terms of section 56 and 91 application hearings.
<u>ENQUIRIES</u>	:	Dr B Dunga Tel No: (043) 702 7500
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations, Private Bag X 9005 East London, 5201, Hand deliver at No.3 Hill Street East London
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office, East London
<u>POST 33/87</u>	:	<u>MEDICAL ADJUDICATOR: (PROFESSIONAL NURSE GRADE 1-3) (X2 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R293 670 – R337 860 per annum, (OSD) Grade 2: R358 626 – R409 275 per annum, (OSD) Grade 3: R431 265 - R521 172 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre: Modimoll Ref No: HR 4/4/6/163 (X1 Post) Labour Centre: Kimberley Ref No: HR4/4/8/43 (X1 Post) (Re-advert, applicants who previously applied must re-apply)
<u>REQUIREMENTS</u>	:	4 years' degree/ 3 years' diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration in trauma/emergency/internal medical/ general surgery/ Orthopaedics/ theatre at the regional public hospital level or private hospital, gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and related legal as well ethical nursing practices, Compensations Fund policies, processes, Stakeholders and customers, Customers Service (Batho Principles), COIDA tariffs, Technical knowledge, PFMA and national Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Data Capturing, Data and record management, Telephone Skills and Etiquette.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability. Recommend the approval of medical Accounts. Provide medical advice in the processing of occupational injuries claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injuries claims and OD Medical accounts.
<u>ENQUIRIES</u>	:	Ms Fope JM Tel No: (015) 290 1699/1694 Ms S Mbeke Tel No: (053) 838 1582
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 or hand deliver at 42a Schoeman Street, Polokwane. Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley.
<u>POST 33/88</u>	:	<u>UI CLAIMS OFFICER: BENEFICIARY SERVICES (X2 POSTS)</u>
<u>SALARY</u>	:	R241 485 per annum
<u>CENTRE</u>	:	Labour Centre: Durban Ref No: HR4/4/5/39 (X1 Post) Labour Centre: Pietermaritzburg Ref No: HR4/4/5/43 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 / Senior Certificate. Experience: 0 to 6 months. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele Principles, Departmental Policies and procedures, Customer Care. Skills: Communication

		(verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<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 times frames, attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims, perform administrative duties in the section.
<u>ENQUIRIES</u>	:	Mr SA Mchunu Tel No: (031) 331 1500(Durban) Mr M September Tel No: (033) 341 5300 (Pietermaritzburg)
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre: P. O. Box 10074, Marine Parade, 4056 Or hand deliver at Government Buildings, Masonic Grove, Durban. Deputy Director: Pietermaritzburg Labour Centre: Private Bag 9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg, 3201.
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Provincial Office: KwaZulu-Natal
<u>POST 33/89</u>	:	<u>CLAIM PROCESSOR: COID (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R241 485 per annum Durban Labour Centre Ref No: HR4/4/5/45 (X1 Post) Pietermaritzburg Labour Centre Ref No: HR4/4/5/56 (X1 Post) Gqeberha Labour Centre- Ref No: HR4/4/1/012 (X2 Posts) Provincial Office: Free State- Ref No: HR 4/4/8/865 (X1 Post)
<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) 331 1500 (Durban) Mr M September Tel No: (033) 341 5300 (Pietermaritzburg) Mr M Ngqolowa Tel No: (041) 506 5000(Gqeberha) Mr S Zakwe Tel No: (051) 505 6300 (Free State)
<u>APPLICATIONS</u>	:	Deputy Director: Durban Labour Centre: P. O. Box 10074, Marine Parade, 4056 Or hand deliver at Government Buildings, Masonic Grove, Durban. Deputy Director: Pietermaritzburg Labour Centre: Private Bag 9048, Pietermaritzburg, 3200 Or hand deliver at 370 Langalibalele Street, Pietermaritzburg, 3201. Deputy Director: Labour Centre Operations, Private Bag X6045 Gqeberha 6000, Hand deliver at VSN Centre 116 – 134 Goven Mbeki Avenue Gqeberha,6000. Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<u>POST 33/90</u>	:	<u>INBOUND AGENT: CONTACT CENTRE REF NO: HR 5/1/2/3/53 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R241 485 per annum
<u>REQUIREMENTS</u>	:	Compensation Fund, Pretoria Grade 12. No experience. Knowledge: Compensation Fund mandate. Contact Centre vision and objectives. Contact Centre performance requirement. Customer Care (Batho Pele). Telephone etiquette. Legislative Requirement: COIDA Act. Public Service Regulations. PFMA and Treasury Regulations. Skills: Data capturing. Computer Literacy. Listening skills. Communication skills. Interpersonal skills. Customer focused.
<u>DUTIES</u>	:	Receive and process incoming calls. Conduct basic back office functions. Perform continuous process improvements.
<u>ENQUIRIES</u>	:	Ms W Semahla Tel No: (012) 319 9242

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 33/91 : **ADMIN CLERK: LEGAL SERVICES REF NO: HR 5/1/2/3/44**

SALARY : R202 233 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Grade 12. No Experience. Knowledge: data capturing. Collecting statistics. Compensation Fund business processes, procedure, policies. Stakeholders and customers. Customer service (Batho Pele Principles). Technical knowledge. COIDA. Legislative Requirement: The Constitution of RSA. COIDA. Promotion Access to Administrative Justice Act. Promotion of Access to Information Act. Road Accident Fund Act. Skills: Computer literacy. Communication (verbal and written). Interpersonal relations. Flexibility. Decision-making. Self-Management. Team player.

DUTIES : Register objections, applications for Section 56, litigations, contracts, section 42 examinations and legal opinion. Administer court rolls. Make logistics arrangements for hearing. Prepare payments for tribunal members, section 42 examination and bill of costs. Attend to legal services enquiries and consultations.

ENQUIRIES : Ms T Mbananga at (076) 438 7568
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 33/92 : **CALL CENTRE AGENT REF NO: HR 4/ 4/3/1CCA/UIF (X3 POSTS)**

SALARY : R202 233 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent. 0 – 6 months' experience. Knowledge: Batho Pele Principles. Telephone Etiquette. Call centre operating system. Skills: Computer Literacy. Interpersonal. Communication. Listening. Customer focused.

DUTIES : Answering incoming calls (Inbound). Handle outgoing calls (Outbound). Maintain employer's database. Handle electronic enquiries Evaluate the quality of the calls received and provide advice on Standard Operational Measures.

ENQUIRIES : Ms ZW Chauke Tel No: (012) 337 1886
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.

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