

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

- CLOSING DATE** : 09 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 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)

OTHER POSTS

- POST 34/39** : **ASSISTANT DIRECTOR: COIDA REF NO: HR4/4/10/600**
(Re-advert, all applicants who previously applied are encouraged to re-apply)
- SALARY** : R527 298 per annum
- CENTRE** : Labour Centre: George
- REQUIREMENTS** : Three-year tertiary qualification in Public Management/ Business Management/ Operations Management/ Nursing Diploma/ HRM. Two (2) years supervisory experience in a disability claims and or medical insurance processing environment. Two (2) years functional experience in a disability claims 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).
- DUTIES** : 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.

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

APPLICATIONS : 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 34/40 : **ASSISTANT DIRECTOR: LABOUR ACTIVATION PROGRAMMES REF NO: HR4/4/10/601**

SALARY : R424 104 per annum

CENTRE : Provincial Office: Western Cape

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

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

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

APPLICATIONS : 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 34/41 : **SENIOR COID EMPLOYER AUDITOR REF NO: HR4/4/09/02**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R359 517 per annum

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Three-year qualification in Financial Accounting/BCOM Accounting/Accounting/BCOM LAW/ BCOM in Commerce. 1-2 years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Compensation of Occupational and Injury Diseases Act (COIDA). OHS Act and Regulations. Public Service Act. Public Service Regulation. Public Financial Management Act (PFMA). Skills: Facilitation. Planning and organising. Communication written and verbal. Computer literacy. Interpersonal. Innovation and creative.

DUTIES : Conduct proactive audits in relation to COIDA. Conduct reactive audits in relation to COIDA. Conduct advocacy in relations to COIDA. Enforce compliance. Supervise the resources with the section.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8128

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 34/42 : **SENIOR EMPLOYER AUDITOR OFFICER REF NO: HR4/4/09/03**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R359 517 per annum

CENTRE : Provincial Office: Mmabatho

REQUIREMENTS : Three (3) year qualification in Labour Relations Management/BCOM Law/LLB/Internal Auditing. A valid driver's license. Two (2) years' experience in Internal Audit/Accounting/ Financial Management. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service

- Ac and regulations, OHS Act and Regulations, COIDA. Skills: Facilitation, Planning and organising, Computer literacy, Problem solving, interviewing skills, Communication written and verbal, Interpersonal, Innovation, Analytical, Research, Project Management.
- DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the system that provide advice on sector specific UIA & COIDA matters. Coordinate the process that monitor and evaluate of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resource within the Unit.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/43** : **SENIOR EMPLOYER AUDIT SERVICE OFFICER REF NO: HR 4/4/8/867 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Provincial Office: Bloemfontein Free State
: Three (3) year tertiary qualification in Labour Relations/ BCOM Law/ LLB/ Internal Auditing. Valid driver's Licence, Two (2) years functional experience in Auditing and/ Financial Management. Knowledge: Departmental policies and procedures. Batho Pele Principles. Public Service Act and Regulations. OHS Act and Regulations. COIDA. UIA. PFMA. BCEA. SDLA. UI Contribution Act. Skills Development Act. Employment Equity Act. Skills: Facilitation skills, Planning and organising, Computer Literacy, Problem solving skills, Interviewing Skills, Communication Written and Verbal, Innovative, Analytical, Research and Project Management.
- DUTIES** : Perform and monitor the implementation of UIA and COIDA programs strategy. Analyse the systems that provide expert advice on sector specific UIS & COIDA matters. Coordinate the process that monitor and evaluate impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on COIDA regularly and when there are amendments. Supervise resources within the Unit.
- ENQUIRIES APPLICATIONS** : Mr R Cornelissen Tel No: (051) 505 6324
: Chief Director: Provincial Operations: Private Bag X522, Bloemfontein, 9300
Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, Free State
- POST 34/44** : **SENIOR PRACTITIONER: ACCOUNTS RECIEVABLE REF NO: HR4/4/09/06**
Re-advert, applicants who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Mmabatho Provincial Office
: Grade 12. Three years' tertiary qualification in Accounting/ Finance. Two-years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills: Listening skills, Time Management, Analytical skills, Numeracy, Computer literacy, Verbal and written communication skills, Interpersonal.
- DUTIES** : Provide accounts receivable and revenue collection services. Render debt recovery services in the province. Maintain the Overpayments Debtors Record. Supervise resources (Human, Finance, Equipment/Assets) in the section.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/45** : **SENIOR PRACTITIONER: ACCOUNTS RECEIVABLE: BENEFICIARY SERVICES REF NO: HR 4/4/4/05/02**
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Provincial Office, but stationed at Pretoria Labour Centre, Gauteng
: Three (3) year Tertiary qualification (NQF level 6) in Accounting / Finance. Two (2) years' experience in accounts receivable environment. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions

Act (UICA), Public Financial Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA) Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Analytical, Numeracy
DUTIES: Provide accounts receivable and revenue collection service. Render debt recovery service in the province. Maintain the Overpayments Debtors Records. Supervise resources (Human, Finance, Equipment/ Assets) in the section.

ENQUIRIES : Mr N Pillay Tel No: (012) 309 5059
APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.
FOR ATTENTION : Sub-directorate: Human Resources Management, Provincial Office: Gauteng

POST 34/46 : **CLAIMS ASSESSOR REF NO: HR4/4/09/07**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R294 321 per annum
CENTRE : Labour Centre: Rustenburg
REQUIREMENTS : Three-year tertiary qualification in Public Management/ Public Administration/ Social Science/OHS/ Finance/HRM. One (1) year functional experience in compensation and medical claims processing environment. Knowledge: Compensation Fund objectives and functions. Compensation Fund Value chain and processes. Relevant Fund policies and procedures. Customer Services. COID Services. Risk Tariffs. Skills: Required Technical Proficiency. Communication (verbal, written, listening and questioning skills). Fund operating system. Data Capturing. Data and Record Management. Telephone skills and Etiquette. Planning and Organising. Analytical thinking. Problem solving and decision making.

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

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8128
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.

POST 34/47 : **EMPLOYER AUDIT OFFICER REF NO: HR4/4/7/159**

SALARY : R294 321 per annum
CENTRE : Provincial Office Mpumalanga
REQUIREMENTS : Three (3) year tertiary qualification in Labour Relations Management/ BCOM Law/ LLB/ Internal Audit. A valid driver's licence. One (1) year functional experience in Auditing. Knowledge: Departmental policies and procedures, Batho Pele Principles, Public Service Act and Regulations COIDA, UIA, PFMA, BCEA, SDLA, LRA, UI Contribution Act, Skills Development Act, Employment Equity Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, interviewing skills, Communication Written and Verbal, Innovative, Analytical, Research, Project Management. Duties: Perform monitor the implementation of UIA and COIDA Programmes. Analyse the systems that provide expert advice on sector specific UIA & COIDA matters. Co-ordinate the process that monitor and evaluates impact of UIA & COIDA programs. Provide support in the implementation of Advocacy Campaigns on UI & COIDA regularly and when there are amendments.

ENQUIRIES : Mr. AMP Mampuru Tel No: (013) 655 8900
APPLICATIONS : Chief Director Provincial Operations: Private Bag X 7263, Witbank, 1035 or hand deliver at Corner of Hoffmeyer and Beauty Avenue, Labour Building.
FOR ATTENTION : Sub-directorate Human Resource Management, Provincial Office: Mpumalanga

POST 34/48 : **UI CLAIMS OFFICER REF NO: HR4/4/09/04**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R294 321 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Grade 12. 0-6 months' working 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 & written), Listening, Computer literacy, Customer Relations, Decision making.

- DUTIES** : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employers and verify the declaration of employees as per the relevant prescripts. Execute the payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/49** : **MEDICAL ADJUDICATOR: PROFESSIONAL NURSE (GRADE 1-3) (X2 POSTS)**
Re-advert, applicants who previously applied are encouraged to re-apply.
- SALARY** : 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)
- CENTRE** : Labour Centre: Mafikeng Ref No. HR4/4/09/08 (X1 Post)
Provincial Office: Mmabatho Ref No. HR4/4/09/09 (X1 Post)
- REQUIREMENTS** : 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 & **Grade 3:** 20 years above 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.
- DUTIES** : 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.
- ENQUIRIES APPLICATIONS** : Mr S Shongwe Tel No: (018) 387 8128
: Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or hand deliver at: Provident House, University Drive, Mmabatho.
- POST 34/50** : **CLIENT SERVICE OFFICER: UI REF NO: HR4/4/5/60**
- SALARY** : R241 485 per annum
- CENTRE** : Pietermaritzburg Labour Centre
- REQUIREMENTS** : Grade 12/ Matric Certificate. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Finance Management Act (PFMA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's Vision, Mission and Values, Customer Care, Departmental policies, Procedure and guidelines. Skills: Interviewing, Communication, Listening, Conflict Management, Computer Literacy, Time Management, Customer Relations, Analytical, Interpersonal skills, Telephone etiquette, Team player, Innovative, Dedicated and Assertive.
- DUTIES** : Process applications for UI benefits. Provide screening services. Provide capturing services for applications of UIF benefits. Register payment continuation forms. Provide administrative functions.
- ENQUIRIES APPLICATIONS** : Mr M September Tel No: (033) 341 5300
: Deputy Director: Provision Operations: P/Bag X9048, Pietermaritzburg, 3200 or hand deliver at 370 Langalibalele Street, Pietermaritzburg.
- FOR ATTENTION** : Sub-directorate: Human Resources Operations, KwaZulu-Natal

POST 34/51 : **REGISTRY CLERK: BENEFICIARY SERVICES REF NO: HR4/4/09/05**
Re-advert, applicants who previously applied are encouraged to re-apply.

SALARY : R202 233 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Grade 12/ Senior Certificate or Equivalent. No experience required.
Knowledge: National Archive Act. Act. Public Service Regulation. Public
Service Act. Public Finance Management Act. Record Management Act. Skills:
Communication Listening. Computer literacy. Interpersonal. Time
Management. Planning and Organizing.

DUTIES : Provide registry counter services. Handle incoming and outgoing
correspondence. Render effective Filing and record management services.
Process documents for archiving/disposal.

ENQUIRIES : Mr S Shongwe Tel No: (018) 387 8128
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 or
hand deliver at: Provident House, University Drive, Mmabatho.