

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** : 14 February 2022 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, duly signed and initialled by the applicant. Failure to sign this form may lead to disqualification of the application during the selection process. A recently updated comprehensive CV as well as copies of all qualification academic transcripts including Senior Certificate, ID-document and a Driver's license where applicable should accompany a fully completed, initialled and signed new form Z83. Applicants must submit copies of qualifications, ID document and other relevant documents as indicated. Such copies need not be certified when applying for a post. The communication from the HR of the Department regarding the requirements of the certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following the communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. A pre-entry certificate obtained from National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. The successful candidate will be expected to sign an Internship performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) NB: All attachments for on line application must including Z83 be in PDF and in one attachment (1) file, indicate the correct job title and the reference number of the post on the subject line of your email. Use the correct email address associated with the post. Failure to do so, your application will be disqualified.

OTHER POSTS

- POST 03/02** : **SENIOR ACCOUNTS RECEIVABLE OFFICER REF NO: HR4/4/5/148**
- SALARY** : R321 543 per annum
- CENTRE** : Labour Centre: Pietermaritzburg

REQUIREMENTS : Three (3) years Tertiary qualification in Accounting/Finance. Two (2) years functional experience in accounts receivable environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA). Skills Communication, Listening, Computer literacy, Time Management, Analytical, Numeracy and interpersonal.

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 MSJ September Tel No: (033) 341 5300

APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag x9048, PMB, 3200 OR hand deliver at 370 Langalibalele Street, Pietermaritzburg.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN9@labour.gov.za

POST 03/03 : **SENIOR CLAIM ASSESSOR: COMPENSATION FUND REF NO: HR 4/4/1/70**

SALARY : R321 543 per annum

CENTRE : Mthatha Labour Centre, Eastern Cape

REQUIREMENTS : Three-year tertiary qualification in degree/diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3 to 5 years' experience in 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, Numeracy, Business Writing Skills, Required IT Skill, Communication (written and verbal), Data Capturing, Data and Records Management, Telephone skills and etiquette.

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

ENQUIRIES : Ms S Zawula Tel No: 047 501 5600

APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X 5080, Mthatha 5100 Email: Jobs-EC@labour.gov.za

POST 03/04 : **SENIOR TRAINING OFFICER REF NO: HR4/4/3/1/STO/UIF (X2 POSTS)**

SALARY : R321 543 per annum

CENTRE : Unemployment Insurance Fund: Pretoria

REQUIREMENTS : A three-year tertiary qualification in Management of Training /Human Resource Development/ Human Resource Management/ Bachelor: Occupationally Directed Education Training and Development Practices (with minimum 360 credits). Valid driver's license. Two (2) years relevant experience. Knowledge: Public Finance Management Act (PFMA), Human Resource Development Policies, Public Service Regulations (PSR), Public Service Act (PSA), Skills Development Act (SDA), Labour Relations, Project Management, Diversity Management, Basic Conditions of Employment Act (BCEA), Basic Education and Training (BET), Unemployment Insurance Act and Regulations (UIAR), Electronic operation System, Employment Equity Act (EEA), Unemployment Insurance Contributions Act (UICA), Skills: Negotiation, People Management, Problem Solving, Presentation, Research, Budget, Planning and Organizing, Communication, Computer Literacy, Report Writing, Policy analysis and Development.

DUTIES : Develop course material and facilitate training programs (functional /operational /business). Coordinate compulsory induction and orientation programs. Compile and update operational / functional / business manuals. Implement the Workplace Skills Plan (WSP).

ENQUIRIES : Mr TG Oageng Tel No: (012) 337 1566

APPLICATIONS : Chief Director: Corporate Services: E-mail: Jobs-UIF9@labour.gov.za

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

POST 03/05 : **SENIOR PRACTITIONER: DEMAND MANAGEMENT REF NO: HR4/4/3/1/SPDM/UIF**

SALARY : R321 543 per annum
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three years' tertiary qualification in Supply Chain Management/ Logistic Management/ Public Management. Two years' functional experience in Demand Management environment. Knowledge: Unemployment Insurance Act and Regulations(UIAR), Unemployment Insurance and Contributions Act (UICA), Public Finance Management Act (PFMA), Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Electronic Operation System, Public Service Regulations (PSR), Public Service Act (PSA), National Treasury Regulations, Supply Chain Management Systems and Processes, Broad Bases Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA), Skills: Negotiation, People Management, Problem Solving, Communication, Computer Literacy, Presentation, Research, Budget, Planning and Organizing, Problem Solving, Report Writing , Financial Management, Analysis, Time management, Numeracy.

DUTIES : Establish and ensure that a needs analysis is conducted. Facilitate the quotation process. Compile and maintain supplier's database. Conduct the evaluation and compliance thereafter of vendor's/ suppliers performance. Supervise resources (Human, Financial, Equipment) in the unit.

ENQUIRIES : Mr J Parsotam Tel No: (012) 337 1726
APPLICATIONS : Chief Director: Corporate Services: E-mail: Jobs-UIF11@labour.gov.za
FOR ATTENTION : Sub-directorate: Human Resources Practices, UIF

POST 03/06 : **SUPERVISOR: REGISTRATION SERVICES (X2 POSTS)**

SALARY : R321 543 per annum
CENTRE : Christiana Labour Centre Ref No: HR 4/4/10/11(X1 Post)
Maletswai Labour Centre Ref No: HR 4/4/1/51 (X1 Post)
REQUIREMENTS : Three (3) years tertiary qualification in Business Administration / Management; Public Administration/ Management and Operations Management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Public Services Act, Public Service Regulations, Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem-solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquettes, Mediation, Analytical.

DUTIES : Monitor and oversee the help desk at the first port of the entry within Registration Service. Oversee the employment service rendered to all clients, Monitor the processes of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA. Attend to all complaints regarding legislation and follow up on pending complaints. Manage the resources of the section.

ENQUIRIES : Mr S Mogakane Tel No: (018) 387 8100
Mr RM Mbali Tel No: (051) 633 2633
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. For Attention: Sub-directorate: Human Resources Management. Email: Jobs-NW1@labour.gov.za
Deputy Director Labour Centre Operations: PO Box 148, Maletswai, 9750 or hand deliver at 80 Somerset Street, Maletswai. For Attention: Sub-directorate: Human Resource Management, Maletswai E-mail: Jobs-EC@Labour.gov.za

POST 03/07 : **TEAM LEADER REF NO: HR 4/4/10/12**

SALARY : R321 543 per annum
CENTRE : Christiana Labour Centre

- REQUIREMENTS** : Three-year relevant tertiary qualification in Labour Relations/ Human Resource Management. A valid driver's license. Two (2) years functional experience in Inspection and enforcement services. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act, Occupational Health and Safety Act, COIDA, SABS Codes, Employment Equity Act, Immigration Act. Skills: Facilitation Skills. Planning and Organising (own work), Computer literacy, Interpersonal skills, Conflict handling, Negotiation, Problem solving skills, Innovating skills, Analytical, Verbal and written communication skills.
- DUTIES** : Plan and independently conduct substantive inspections with the aim of ensuring compliance with all labour legislations, namely BCEA, LRA, EEA, UIA, COIDA, OHS and UCA. Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a state witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislations including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislations 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. Supervise the resources in the Sub-Section.
- ENQUIRIES** : Mr S Mogakane Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.
- FOR ATTENTION** : Sub-directorate: Human Resources Management. Email: Jobs-NW2@labour.gov.za
- POST 03/08** : **OHS INSPECTOR (X2 POSTS)**
- SALARY** : R321 543 per annum
CENTRE : Brits Labour Centre: Ref No: HR 4/4/10/13
 Rustenburg Labour Centre: Ref No: HR 4/4/10/14
- REQUIREMENTS** : Senior Certificate plus 3 year recognised qualification in the relevant field, i.e. Mechanical Engineering; Mechatronic Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Drivers License. Zero Experience. 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: Facilitation skills, Planning and organizing, Computer Literacy, Interpersonal skills, Conflict handling skills, Negotiations skills, Problem solving skills, Interpersonal 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 S Mogakane Tel No: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho.

FOR ATTENTION : Sub-directorate: Human Resources Management. Email for the post at Brits Labour Centre: Jobs-NW3@labour.gov.za
Email for the post at Rustenburg Labour Centre: Jobs-NW4@labour.gov.za

POST 03/09 : **INSPECTOR (X3 POSTS)**

SALARY CENTRE : R261 372 per annum
: Brits Labour Centre: Ref No: HR 4/4/10/15
: Christiana Labour Centre: Ref No: HR 4/4/10/16
: Lichtenburg Labour Centre: Ref No: HR 4/4/10/17

REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations / BCOM Law / LLB. One (1) year functional experience in Inspection and enforcement services. Valid driver's license. Knowledge: departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, skills Development Levies Act, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act Skills: Planning and organizing, computer literacy, interpersonal skills, conflict handling, negotiation skills, problem solving skills, interviewing, listening and observing skills.

DUTIES : Plan and independently conduct inspections with the aim of ensuring compliance with Basic Conditions of Employment Act (BCEA). Execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary. Plan and conduct proactive (blitz) inspection regularly to monitor compliance with labour legislation. Conduct advocacy campaign on all Labour Legislation independently. Draft and maintain inspection plans and reports including analysing and compilation of consolidated statistical reports on only allocated cases.

ENQUIRIES APPLICATIONS : Mr S Mogakane Tel No: (018) 387 8100
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho

FOR ATTENTION : Sub-directorate: Human Resources Management. Email for the post at Brits Labour Centre: Jobs-NW5@labour.gov.za
Email for the post at Christiana Labour Centre: Jobs-NW6@labour.gov.za
Email for the post at Lichtenburg Labour Centre: Jobs-NW7@labour.gov.za

POST 03/10 : **OFFICE ADMINISTRATOR: UIF REF NO: HR4/4/3/1/OA/UIF**

SALARY CENTRE : R261 372 per annum
: Unemployment Insurance Fund: Pretoria

REQUIREMENTS : Three (3) years tertiary qualification in Office Administration / Secretarial/ Office Management/Administration / Management Assistant. One (1) to two (2) functional experience in Office Administration environment. Departmental policies and procedures, Public Service Regulations (PSR), Public Service Act (PSA), Batho Pele Principles, Administration procedures, Skills: Listening skills, Computer Literacy, Interpersonal, Planning and Organizing, Communication (verbal and written), Report writing.

DUTIES : Provide secretarial services / receptionist to the unit. Assist in monitoring and maintenance of budget including supply chain for the Unit. Facilitate and coordinate all logistical requirements of the Unit. Provide Management Information and records management services in the Unit. Tract and monitor projects tasks within the Unit

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr TMPR Thejane Tel No: (012) 337 1460 /1640/1881
: Chief Director: Corporate Services: E-mail: Jobs-UIF12@labour.gov.za
: Sub-directorate: Human Resources Practices, UIF

POST 03/11 : **MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) (X2 POSTS)**
(This is re-advertisement candidates who previously applied are encouraged to re-apply)

SALARY : Grade 1: R260 760 – R302 292 per annum (OSD)
: Grade 2: R320 703 - R8 307 per annum (OSD)
: Grade 3: R388 974 - R492 756 per annum (OSD)

CENTRE : Mafikeng Labour Centre - Ref No: HR 4/4/10/18 (X1 Post)

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| <u>REQUIREMENTS</u> | : Rustenburg Labour Centre: Ref No: HR 4/4/10/19 (X1 Post) : Four (4) years nursing degree/three years' diploma. Post Graduate Diploma in Occupational Health/Theatre Technique/Critical Care will be an advantage. Experience in trauma/emergency/internal medicine/general surgery/orthopaedics/theatre at the regional public or private hospital is required. Experience in medical claims processing/insurance environment will be an added advantage. Registration with the South African Nursing Council. Grade 1: 2 to 9 years' experience gained after registration. Grade 2: 10-19 years' experience gained after registration. Grade 3: 20 years' experience gained after registration. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, Nursing legislations and or related legal as well as ethical nursing practices, Compensation Fund policies, procedures and processes, Stakeholders and customers, Customer Service (Batho Pele Principles), COIDA tariffs, Technical knowledge, PFMA and National Treasury Regulations, Public Service Act. Skills: Required Technical Proficiency, Business writing, Required IT skills, Data capturing, Data and records management, Telephone Skills and Etiquette. |
| <u>DUTIES</u> | : Provide medical advice and recommendation in the acceptations of liability. Recommend the approval of medical accounts. Provide medical advice on the processing of occupational injury claims. Determine PD (Permanent Disability) and TTD (Total Temporary Disability). Assess medical accounts on occupational injury claims and OD medical accounts. |
| <u>ENQUIRIES</u> | : Mr S Mogakane Tel No: (018) 387 8100 |
| <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>FOR ATTENTION</u> | : Sub-directorate: Human Resources Management Email for the post at Mafikeng Labour Centre: Jobs-NW8@labour.gov.za Email for the post at Rustenburg Labour Centre: Jobs-NW9@labour.gov.za |
| <u>POST 03/12</u> | : <u>MEDICAL CASE COORDINATOR (PROFESSIONAL NURSE) GRADE 1-3 REF NO: HR 4/4/10/20</u> |
| <u>SALARY</u> | : Grade 1: R260 760 – R302 292 per annum, (OSD) Grade 2: R320 703 – R368 307 per annum, (OSD) Grade 3: R388 974 - R492 756 per annum, (OSD) |
| <u>CENTRE</u> | : Provincial Office, Mmabatho |
| <u>REQUIREMENTS</u> | : Four (4yrs) Degree/ Three (3yrs) Diploma in Nursing. Post Graduate Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Experience in a trauma/ emergency/ internal medicine/ general surgery/ orthopaedics/ theatre at the regional public hospital or private hospital is 10 required. Grade1: 2-9 years' experience gained after registration. Grade2: 10- 19 years' experience gained after registration: Grade 3: 20 years-above experience gained after registration Experience in medical claims processing/ insurance environment will be an added advantage. Driver's License is required. Registration with the 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, Compensation Fund policies, procedures and processes ,Stakeholders and customers ,Customer Services (Batho-Pele Principles) ,COIDA tariffs ,Technical Knowledge ,PFMA and National Treasury Regulations ,Public Service Act. Skills: Rehabilitation, Analytical, Business Writing, Financial Management, Knowledge Management, Planning and Organising, Problem Solving and Analyses ,Decision Making, Client orientation and Customer Focus. |
| <u>DUTIES</u> | : Coordinate early rehabilitation interventions according to beneficiaries needs, Provide early rehabilitation intervention according to beneficiaries needs, Facilitate early return to work and community re-integration programmes, Maintain relationships and empower all internal and external stakeholders. |
| <u>ENQUIRIES</u> | : Mr S Mogakane Tel No: (018) 387 8100 |
| <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. |

FOR ATTENTION : Sub-directorate: Human Resources Management. Email: Jobs-NW10@labour.gov.za

POST 03/13 : **CLIENT SERVICE OFFICER (SR6): REGISTRATION SERVICES REF NO: HR4/4/5/128**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
: KZN Ladysmith
: Matriculation/ Grade 12 Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of the Departmental Policies, Procedures and Guidelines, Batho Pele principles Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Communication, Ability to interpret legislation, Problem solving.

DUTIES : Render services at help desk as the first point of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislation received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations, Receive application forms in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES APPLICATIONS : Ms J Fakazi Tel No: (036) 342 9369
: Deputy Director: Ladysmith Labour Centre, P/Bag X 9926, Ladysmith 3370 or hand deliver at 35 Keate Street, Ladysmith

FOR ATTENTION : Sub-directorate: Human Resources Operations, KwaZulu-Natal. Email: Jobs-KZN9@labour.gov.za

POST 03/14 : **ADMINISTRATION CLERK (CLIENT SERVICE): BUSINESS DEVELOPMENT REF NO: HR 4/21/12/01**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: SEE, Pretoria
: A Senior Certificate or Office Administrator. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing Skills: Communication, Computer literacy, Interpersonal, Attention to details, Marketing, Analytical, Customer Care.

DUTIES : Provide support to Sales and Marketing at SEE. Resolve all complaints from sales from SEE clients. Render administration support services to the purchasing unit. Control the movement of documents and files in the unit.

ENQUIRIES APPLICATIONS : Ms A Pretorius Tel No: 012 843 7425
: Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office Email: Jobs-SEE@labour.gov.za

POST 03/15 : **PROVISIONING ADMINISTRATION CLERK REF NO: HR 4/4/4/11/06**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
: Provincial Office, Gauteng
: Grade 12 certificate with Commercial Subjects (Business Management, Economics, and Accounting). Knowledge: Public Service Financial Management, Supply Chain Frame work, LOGIS System Preferential Procurement Policy Frame Work, Departmental Policies and Procedures. Skills: Client Orientation and Customer Focus Computer literacy, Presentation, Analytical, Communication and Numeracy.

DUTIES : Provide contract and tender management support to be in line with developed relevant prescripts. Administer open and close tender processes in compliance with SCM policies and Treasury regulations. Procure goods and services in line with relevant prescripts in the Province. Provide inventory management support to ensure effectiveness and efficient in the Province. Render assets management support to comply with Departmental policies.

ENQUIRIES : Mr T Makgafela Tel No: (011) 853 5000

APPLICATIONS : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein Email address Jobs-GP4@labour.gov.za

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

POST 03/16 : **SECURITY OFFICER REF NO: HR4/4/5/147**

SALARY : R147 459 per annum

CENTRE : Provincial Office: KZN

REQUIREMENTS : Matriculation/ Grade (12) Twelve/ Senior Certificate. Grade C Security Certificate (PSIRA: Grade C). Twelve (12) months Security experience. Knowledge: Batho-Pele Principles, DoL's Policies and Procedures, Access to Public premises and vehicles Act, Evacuation procedures, Promotion of access to information Act, OHS Act. Skills: Verbal and written Communication, Interpersonal relations, Problem solving, Communication, Conflict management and Computer literacy.

DUTIES : Monitor all activities at access control point. Monitor control room to detect unlawful movement in and around the building. Render front line services to internal and external clients. Patrol in the building to ensure safety measures. Control all deliveries at Provincial Office.

ENQUIRIES : Mr M Mwelase Tel No: (031) 366 2102

APPLICATIONS : Chief Director: Provincial Operations: PO Box 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Provincial Office: KZN Email: Jobs-KZN9@labour.gov.za

**STRUCTURED YOUTH DEVELOPMENT AND GRADUATE INTERNSHIP PROGRAMMES
FOR THE FINANCIAL YEAR 2022/2023 TO 2024**

APPLICATIONS : Jobs-CF@labour.gov.za

NOTE : The Department of Employment and Labour (Compensation Fund) would like to invite qualifying applicants to apply for Developmental Programmes (Structured Youth Development and Graduate Internship programme) for the Financial year 2022/23. The Developmental Programmes are meant to provide work exposure to graduates and undergraduates for the period of twenty (24) months and the applicants must be unemployed, never participated in the Developmental programme previously and must be between the age of 18-35.

OTHER POSTS

POST 03/17 : **VOCATIONAL REHABILITATION: INTERNSHIP REF NO: HR 5/1/2/3/19 (X4 POSTS)**

STIPEND : R6 174.96 per month

CENTRE : Compensation Fund Pretoria

REQUIREMENTS : National Diploma: Public Management/Commerce/Business Administration /Social Sciences including Human Resource Management/Post School Education Management/Office Management with proficiency in Ms Excel.

DUTIES : Provide support in the implementation of the vocational Rehabilitation Programme on bursary administration talent pipeline and return to work. Liaise with internal and external stakeholders in the implementation of vocational Rehabilitation Programme outreach. Render effective administrative support services

ENQUIRIES : Luyolo Fani or Ntsodi Mafa Tel No: 082 8869 452

POST 03/18 : **LEGAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/20 (X3 POSTS)**

STIPEND : R6 174.96 per month

CENTRE : Compensation Fund Pretoria

REQUIREMENTS : LLB Degree

DUTIES : Legal work such as litigations, legal opinion and objectives.

ENQUIRIES : Moremi Palai/ Mtutuzeli Bugqwangu Tel No: 012 319 9184/ 9272

POST 03/19 : **HUMAN RESOURCE DEVELOPMENT AND PERFORMANCE MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/21 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma in Human Resource Development/ Management
DUTIES : Performance Management and Human Resource Development/Training
ENQUIRIES : Siphon Mashinini/ Nhlamulo Nkhuna and Tshepo Ragoja Tel No: 012 406 8526

POST 03/20 : **EMPLOYER REGISTRATION: INTERNSHIP REF NO: HR 5/1/2/3/22 (X10 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Employer Services: Compensation Fund, Pretoria
REQUIREMENTS : Degree/National Diploma in Public Administration/ Business Management/ Data Analytics
DUTIES : Receive documents from mailroom –Allocation of subclasses. Writing letters to employers, registration of new employers, master data updates on the system and analysis of reports.
ENQUIRIES : Dorah Makopo Tel No: 012 319 9361

POST 03/21 : **EMPLOYER ASSESSMENT-REMAINING ACCOUNTS: INTERNSHIP REF NO: HR 5/1/2/3/23 (X15 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Degree/National Diploma in Accounting and Auditing
DUTIES : Processing assessments of the Return of Earnings. Analysing Employers Financial Information (review/approve/reject). Assessment credit block. Review assessment estimation. Review (recommend/not recommend) earnings. Processing the revision of the assessment. Manage administration of duties.
ENQUIRIES : Elisa Mosala or Ditshego Moloto Tel No: 060 989 8324 / 060 976 2294

POST 03/22 : **EMPLOYER ASSESSMENT- LARGE ACCOUNTS: INTERNSHIP REF NO: HR 5/1/2/3/24 (X15 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Degree/National Diploma in Accounting and Auditing
DUTIES : Processing assessments of the Return of Earnings. Analysing Employers Financial Information (review/approve/reject). Assessment credit block. Review assessment estimation. Review (recommend/not recommend) earnings. Processing the revision of the assessment. Manage administration duties.
ENQUIRIES : Betty Ngwasheng Tel No: 060 976 2288 or Thato Molefe @ 076 988 7303

POST 03/23 : **EMPLOYER COMPLIANCE: INTERNSHIP REF NO: HR 5/1/2/3/25 (X10 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Degree/National Diploma in Accounting and Auditing
DUTIES : Profiling of employers. Providing support to provincial employer auditors to execute their payroll audit procedures. Assist in facilitating the presentation.
ENQUIRIES : Kaizer Makgamatha Tel No: 066 120 9681

POST 03/24 : **INFORMATION COMMUNICATION TECHNOLOGY: INTERNSHIP REF NO: HR 5/1/2/3/26 (X3 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma in Information Technology/informatics/Data Science /Statistics with SQL database exposure/ Computer Science/Information system.

DUTIES : Data base design and development. Management of data from various sources. Develop and design business targeted reports. Provide data analysis and reporting on complex data sets including disseminating large amounts of information to the relevant business directorates /Units. Present analytical reports to the relevant committees. Coordinate data cleansing and enrichment of relevant stakeholders. Work with management to prioritise business and information needs. Locate and define new process improvement opportunities. Prepare status updates on assigned work timely. Perform other duties /projects as assigned and general IT administration.

ENQUIRIES : Makgabo Kgomo Tel No: 060 976 1037

POST 03/25 : **INTERNAL AUDIT: INTERNSHIP REF NO: HR 5/1/2/3/27 (X4 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : National Diploma/Degree in Internal Audit/ Accounting
REQUIREMENTS :
DUTIES : Execution of the approved internal audit plan. Assist in planning phase of Audit. Information gathering. Execute own Audit procedure. Prepare Audit Findings sheet. Assist in drafting Audit Reports. Administrative duties such as stationary, minutes taking e.t.c

ENQUIRIES : Tinyiko Shirinda Tel No: 012 319 0303

POST 03/26 : **CUSTOMER CARE: INTERNSHIP REF NO: HR 5/1/2/3/28 (X10 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma in Contact Centre Management/ Public Management/ Public Administration/Commercial Administration/Administration Management
DUTIES : Contact centre services. Responding to calls, mails and walk-in-centre.
ENQUIRIES : Mashilo Mangena Tel No: 079 778 1359

POST 03/27 : **SUPPLY CHAIN MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/29 (X6 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma/Degree in Supply Chain Management/Procurement / Finance Degree for Assets.
DUTIES : Receive Requisitions from Users. Preparation and monitoring of procurement plans. Participate in Bid Committees. Request for quotation process. Bid administration process, contract administration. Receiving of invoices and goods and monitoring open orders. Assist with SCM compliance checks. Verification maintenance of Asset Register.
ENQUIRIES : Philemon Maseema, Khanyisile Mthethwa Tel No: 060 976 2282

POST 03/28 : **INVESTMENT AND ACTURIAL: INTERNSHIP REF NO: HR 5/1/2/3/30 (X2 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : B. Com degree /ND /Equivalent majoring in Accounting or Finance or Investment.
DUTIES : Assist in preparing finance, Accounting and Investment, recontribute to financial statement preparing (inputs) and analyse reports.
ENQUIRIES : Gayson Maluleke Tel No: 012 319 9 411

POST 03/29 : **FINANCIAL REPORTING: INTERNSHIP REF NO: HR 5/1/2/3/31 (X6 POSTS)**

STIPEND : R6 174.96 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Degree/ National Diploma in Computing or informatics.
DUTIES : Administrative daily operations for the operational systems and provide support. Identify and address all problems relating to management systems. Provide first line investigation and diagnosis for systems administrations incidents. Resolving

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| | : | incidents/service requests that are not resolved within the agreed time scales. Keeping users informed of progress. Closing all resolve incidents, requests and other calls, communication with users, keeping them informed of incident progress and notifying them of impending changes or agreed outages. |
| <u>ENQUIRIES</u> | : | Engetani Hlungwani Tel No: 012 319 9251 |
| <u>POST 03/30</u> | : | <u>MEDICAL CLAIMS: INTERNSHIP REF NO: HR 5/1/2/3/32 (X11 POSTS)</u> |
| <u>STIPEND</u> | : | R6 174.96 per month |
| <u>CENTRE</u> | : | Compensation Fund Pretoria |
| <u>REQUIREMENTS</u> | : | Bcom Law, Bcom Accounting and Internal Auditing. |
| <u>DUTIES</u> | : | Processing, monitoring and reconciliation of Provincial Litigations Legal processes. Processing identification of duplicates reconciliation. Processing identification of duplicates reconciliation. Process audit Findings reconciliation. |
| <u>ENQUIRIES</u> | : | Dolly Nkabinde/Khutso Mamabolo/ Selby Masalesa, Phuluso Netshituka Tel No: 012 319 9944 |
| <u>POST 03/31</u> | : | <u>MEDICAL SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/33 (X6 POSTS)</u> |
| <u>STIPEND</u> | : | R6 174.96 per month |
| <u>CENTRE</u> | : | Compensation Fund Pretoria |
| <u>REQUIREMENTS</u> | : | Diploma/Degree in Stats/ICT Data Analysis/ Project Management/ Internal Auditing. |
| <u>DUTIES</u> | : | Identify and categorise high value and complex cases into provinces and diagnosis, validate the claims and capture on the spreadsheet. Quality assurance of all monthly and quarterly statistics and POE received from Provinces. Collate all Provincial spreadsheets into one consolidated document and upload on Y-Drive. Sign off and submit to M&E. Participate in training and workshops of medical staff. Preparing training material and presentations. Manage and re-route incoming queries relating to authorisations. Conduct random conformance verifications and provide with poor performance. |
| <u>ENQUIRIES</u> | : | Bongiwe Ndzuta/ Maria Sebone Tel No: 012319944 |
| <u>POST 03/32</u> | : | <u>EXEMPTED EMPLOYERS: INTERNSHIP REF NO: HR 5/1/2/3/34 (X2 POSTS)</u> |
| <u>STIPEND</u> | : | R6 174.96 per month |
| <u>CENTRE</u> | : | Compensation Fund Pretoria |
| <u>REQUIREMENTS</u> | : | Bachelor's degree/3year National Diploma in Mathematics, Statistic, Computer Science and Economics. |
| <u>DUTIES</u> | : | Analyse claims data to identify trends, Exceptions, Discrepancies, Fraud APP performance report, verify and reconcile section 88 Claims. |
| <u>ENQUIRIES</u> | : | Karen Hauptfeisch Tel No: 012 319 9120 |
| <u>POST 03/33</u> | : | <u>PENSION INTERNSHIP REF NO: HR 5/1/2/3/35 (X7 POSTS)</u> |
| <u>STIPEND</u> | : | R6 174.96 per month |
| <u>CENTRE</u> | : | Compensation Fund Pretoria |
| <u>REQUIREMENTS</u> | : | 3 years' qualification in Finance, with at least Accounting 1/Business Administration. |
| <u>DUTIES</u> | : | Analyse claims data to identify trends, Exceptions, Discrepancies, Fraud APP performance report, verify and reconcile section 88 Claims. Pension Administrative activities, Pension Maintenance, Record keeping, Attend to Pension enquiries and other section adhoc tasks. |
| <u>ENQUIRIES</u> | : | Mbali Ndlovu, Khongotela Mashimbye, Phathutshedzo Mathoho and Mary Mokadi Tel No: 060 989 8361/ 012 319 9447 |
| <u>POST 03/34</u> | : | <u>HUMAN RESOURCE PLANNING, PRACTICE AND ADMINISTRATION: STRUCTURED YOUTH DEVELOPMENT REF NO: HR 5/1/2/3/17 (X7 POSTS)</u> |
| <u>STIPEND</u> | : | R4 300.89 per month |
| <u>CENTRE</u> | : | Compensation Fund Pretoria |
| <u>REQUIREMENTS</u> | : | Matric/ Grade 12 |

DUTIES : Recruitment and Selection
ENQUIRIES : Bongani Mthombeni Tel No: 012 406 5723

POST 03/35 : **VOCATIONAL REHABILITATION: STRUCTURED YOUTH DEVELOPMENT**
REF NO: HR 5/1/2/3/18

STIPEND : R4 300.89 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Matric/Grade 12 with computer skills
DUTIES : Provide support in the implementation of the vocational Rehabilitation programme on bursary administration talent pipeline and return to work. Liaise with internal and external stakeholders in the implementation of Vocational Rehabilitation programme outreach. Render effective administrative support services.

ENQUIRIES : Luyolo Fani or Ntsodi Mafa Tel No: 082 8869 452