

DEPARTMENT OF EMPLOYMENT AND LABOUR

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

<u>CLOSING DATE</u>	:	30 January 2023 at 16:00
<u>NOTE</u>	:	Instruction: Applications quoting the relevant reference number must be submitted on the new form Z83, obtainable from any Public Service Department or on the internet at www.gov.za/documents . Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, initialled and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. ONLY a fully completed, initialled and signed new form Z83 (Section A, B, C, D and F compulsory. Section E and G ignore if CV attached and recently updated comprehensive CV (with detailed previous experience) is required. 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. 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).

MANAGEMENT ECHELON

<u>POST 01/03</u>	:	<u>DEPUTY DIRECTOR-GENERAL: LABOUR POLICY AND INDUSTRIAL RELATIONS REF NO: HR4/23/01/01HO</u>
<u>SALARY</u>	:	R1 590 747 per annum, (all inclusive)
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year undergraduate Degree in Economics / Labour Economics/ Research/ Labour Relations/Labour Law/ International Relations (NQF 7) and a post graduate qualification Honours Degree/ Master or Doctoral Degree in Labour Relations/ Labour Law/Economics/Labour Economics/ International Relations. Eight (8) to ten (10) years' experience at a Senior Management Level (Five (5) years must be as a member of the SMS in the Public Sector). A valid driver's licence. Knowledge: The South African labour market, Public Financial Management Act, Public Service Regulations and relevant prescripts,

Public Service Act, Public Service transformation and management issues, White Paper on transformation of Public Services, Ability to convert policy into action, Departmental Policies and procedures, Corporate governance, Minimum Information Security Standards, Batho Pele Principles, International Labour Organisations, Access Recognition and Licencing Committee, South African Development Community, African Union. Skills: Financial management, Leadership, Strategic Management, Decision Making, Verbal and written communication, Interpersonal relations, Computer literacy, Project management, Research Capabilities, Conflict Management, Problem solving, Strong Leadership, Diplomatic and tactful.

DUTIES : Develop strategy to promote Equity in the Labour Market. Regulate the protection of vulnerable workers for various industries in the country. Advise the Director General and the Executive Authority on an ongoing basis regarding Labour Market Information and Statistics. Promote sound of Labour Relations in various industries within the country. Contribute to employment creation and strengthen multilateral including bilateral relations. Develop strategies and mechanisms to monitor the Impact on Legislations.

ENQUIRIES APPLICATIONS : Ms MM Matyila Tel No: 012 309 4026
 : 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

POST 01/04 : **CHIEF DIRECTOR: PROVINCIAL OPERATIONS REF NO: HR 4/23/01/02HO**

SALARY CENTRE REQUIREMENTS : R1 308 051 per annum (all-inclusive)
 : Provincial Office: Mpumalanga
 : Three (3) year Degree (NQF level 7 as recognised by SAQA) in Public/ Administration or Management/ Labour Law/ Operations Management/ Human Resource management/Finance/Accounting/Social Science/Medical Science/Health Sciences/Engineering Science/Economics/ Statistics. Five (5) years of experience at a senior management level in a relevant operational environment. A valid driver's licence. Knowledge: Recruitment and Selection, Human Resource administration, Relevant legislation in Labour Relations Act, Public Service Regulation Act, Basic Condition of Employment Act, Departmental Policies and procedures, Public Finance Management Act, Project Management, Batho Pele Principles. Skills: Management, Interpersonal, Verbal and written communication, Computer literacy, Negotiation, Presentation.

DUTIES : Oversee the effective implementation of Inspection and Enforcement Services. Oversee the effective implementation of Public Employment Service. Oversee labour Centre Operations in the Province. Oversee the effective implementation of Corporate Services. Oversee the effective implementation of UIF and CF services.

ENQUIRIES APPLICATIONS : Ms M Bronkhorst Tel No: (012) 309 4969
 : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 01/05 : **CHIEF LEGAL ADMINISTRATION OFFICER REF NO: HR 4/23/01/03HO**

SALARY CENTRE REQUIREMENTS : R1 308 051 per annum, (all-inclusive)
 : Head Office: Pretoria
 : LLB Degree (NQF Level 7 and SAQA recognized. Admission and the right to appear in the High Court of South Arica as an Attorney or Advocate. Valid drivers licence. Five (5) years' experience at a senior Managerial level. Five (5) years functional experience in legal advisory. Knowledge: Departmental policies and procedures, Batho Pele Principles, Financial Management, Strategic Management, Interpretations of Acts and Regulations, Human Resources Management. Skills: Strong leadership, Verbal and written communication, Facilitation, Problem solving, Computer literacy, Presentation, Performance Management, Analytical, Coordination of functions.

DUTIES : Liaise with State Attorney, Office of the Chief State Law Advisor and Public Protector and other relevant structures and stakeholders. Draft operational plans and compile status reports on legal matters in the Department. Provide legal advisory services in the Department. Provide advice to the Minister, Director-General. Supervise the work of the officials in the Chief Directorate

and manage their performance and development. Ensure sound financial management in the Chief Directorate.
DDG: CS Ms BB Matebesi Tel No: (012) 309 4865/4226
Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

**ENQUIRIES
APPLICATIONS**

OTHER POSTS

POST 01/06 : **DEPUTY DIRECTOR: SYSTEMS ADMINISTRATION REF NO: HR 5/1/2/3/01**

SALARY : R766 584 per annum, (all inclusive)
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Information Technology/ Information Systems/ Computer Science/ Informatics. 5 years' functional experience in the System Administration environment of which 2 years at Assistant Director or entry management level. Knowledge: Compensation Fund business strategies and goals. Relevant Stakeholders. Customer Service (Batho Pele Principles). Fund Value. Technical Knowledge. Risk Management and Fund Governance. Public Service Act. Public Service Regulations. Promotion of Access to Information Act. Budgeting and Financial Management. IT governance framework. Legislative Requirement: PFMA. Treasury Regulations. COIDA. Skills: Required Technical proficiency. Business writing. Required IT. Decision making. Communication (verbal and written). Customer Focus and Responsiveness. People and Performance Management. Planning and organising. Problem solving and analysis.

DUTIES : Manage the operations of the financial management system and its modules to ensure complete and accurate financial reporting. Manage the SAP financial management system and processes. Identify and address problems relating to financial management and operational processing systems. Manage daily system operations and support. Manage regular maintenance of the financial management and operation processing system (SAP). Manage the sub-directorate.

ENQUIRIES : Mr M Mdingi Tel No: (012) 319 9266
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 01/07 : **DEPUTY DIRECTOR: ASSET AND FLEET MANAGEMENT REF NO: HR 4/4/3/2/DDAFM/UIF**

SALARY : R766 584 per annum, (all-inclusive)
CENTRE : Unemployment Insurance Fund: Pretoria
REQUIREMENTS : Three-year tertiary qualification (NQF Level 6) in Financial Management (any finance qualification)/Public Finance Management /Cost and Management Accounting/Accounting Management Asset Management/Fleet Management/ Transport and Logistics/Property Management/Facility Management/Logistic Management/ Business Management. Five (5) years' experience of which three (3) years must be functional experience in Asset and Fleet Management environment and two (2) years must be management experience in the same environment. Knowledge: Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. Government-Wide Immovable Asset Management (GIAMA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Supply Chain Management, Computer Literacy. Fleet Management. Labour Relation Act. Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Skills: Financial Management. Analytical. Problem Solving. Project Management. Presentation. Planning and Organising. Communication (verbal and written). Computer literacy. Report Writing.

DUTIES : Manage the fleet and administration thereof (Pool and Subsidized). Manage travel and accommodation arrangement activities. Monitor the maintenance of asset register, allocation and the utilization. Manage losses/surplus and disposal of assets. Manage resources (Human, Financial, Equipment/Asset) in the sub-directorate.

ENQUIRIES APPLICATIONS : Ms MM Ramoshaba Tel No: (012) 337 1412/1405
 : Chief Director: Human Resources Management, 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

POST 01/08 : **ASSISTANT DIRECTOR: PES ADMIN SYSTEM REF NO: HR 4/23/01/04HO**

SALARY CENTRE REQUIREMENTS : R491 403 per annum
 : Head Office, Pretoria
 : Three (3) years National Diploma (NQF6)/ Undergraduate Bachelor Degree
 (NQF7) in Information Technology. Four (4) years' experience of which two (2)
 years at Supervisory level and two (2) years functional experience in
 Information Technology environment. Knowledge: Public service
 transformation and management issues, Public Service Regulation and
 relevant prescripts, Departmental policies and procedures, Batho Pele
 Principles, Minimum Information Security Standards. Skills Development Act,
 Public Financial Management Act, Public Finance Management Act (PFMA),
 Employment Equity Act. Skills: Computer, Communication, Planning and
 Organizing, Report writing, Leadership, Ability to convert policy in action,
 Project Management, Presentation, Analytical, Interpersonal relations.

DUTIES : Facilitate development of identified PES Administrative system in conjunction
 with internal and external service providers. Co-ordinate implementation of
 monitoring tools for effective and efficient PES Operating systems. Monitor
 improvement of PES services delivery through Employment Centres, Self-Help
 Kiosks and LFDs. Coordinate PES Infrastructure in Provinces to meet client
 expectation. Coordinate relationships with relevant PES Stakeholders with
 regards to PES Admin System development.

ENQUIRIES APPLICATIONS : Mr J Shanmugam Tel No: (012) 309 4894
 : Chief Director: Human Resources Management: Private Bag X117, Pretoria,
 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 01/09 : **SYSTEMS ANALYST REF NO: HR 5/1/2/3/02**

SALARY CENTRE REQUIREMENTS : R393 711 per annum
 : Compensation Fund, Pretoria
 : A three-year tertiary qualification in Information Technology/ Computer
 Science/ Informatics/ Business Applications. Six Sigma Certificate will be an
 added advantage. 4 years' functional experience in the system analysis
 environment. Knowledge: Compensation Fund policies, procedures and
 processes. Stakeholders and customers. Customer Service (Batho Pele
 principles). Project risk management. Project and programme budgeting.
 Project management best practice, theory and methodology. Portfolio
 management. IT programme / projects. Wireless area network and local area
 network. Legislative Requirements: Project Management Standards.
 Corporate Governance of ICT. Skills: Business writing. Computer proficiency.
 Telephone skills and etiquette. Project management. Research skills.
 Innovative problem solving. Communication (verbal and written). Planning and
 control. Strategic thinking. PMBOK and MS.

DUTIES : Gather and documents end user technical requirements. Analyse information
 systems requirements. Process improvements through systems
 implementation and improvements. Provide project support. Management of
 resources.

ENQUIRIES APPLICATIONS : Ms M Thongoane Tel No: (066) 481 6293
 : 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 01/10 : **ASSISTANT DIRECTOR: FRAUD INVESTIGATIONS REF NO: HR 5/1/2/3/03**

SALARY CENTRE : R393 711 per annum
 : Compensation Fund, Pretoria

- REQUIREMENTS** : Three-year qualification in Commerce / Law. 4 years' functional experience in fraud investigation. Knowledge: Compensation Fund regulations, policies, and procedures. Customer Service principles (Batho Pele Principles). Criminal law, criminal procedures and law of evidence. Minimum Information Security Standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Compensation Fund information technology operating systems. Understanding of Fraud and corruption processes. Legislative Requirements: National intelligence Act. Protection of Information Act. Criminal procedure Act. PFMA and National Treasury Regulations. COIDA. Public service regulations. Promotion of Access to Information Act. Skills: Client orientation and customer focus. Communication (verbal and written). Campaign management. People and performance management. Problem solving and analysis. Planning and organizing. Knowledge management. Negotiation. Decision making. People management. Computer literacy. Research skills.
- DUTIES** : Implement the fraud investigation policy, strategy and procedures within the Fund. Coordinate the execution of Fraud investigation plans. Conduct analysis on cases received. Supervision of staff.
- ENQUIRIES APPLICATIONS** : Mr J Ngapo Tel No: (012) 313 6339
- 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.
- NOTE** : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply
- POST 01/11** : **ASSISTANT DIRECTOR: FRAUD PREVENTION REF NO: HR 5/1/2/3/04**
- SALARY CENTRE REQUIREMENTS** : R393 711 per annum
- : Compensation Fund, Pretoria
- : Three-year tertiary qualification in Risk Management/ Forensic Audit/ Criminal/ Forensic Accounting/ Commerce. 4 years' functional experience on Fraud management. Knowledge: Public Service Act. Customer Service principles (Batho Pele Principles). Criminal law, criminal procedure and law of evidence. Minimum Information Security Standard (MISS). Understanding of risk management and audit practices. Investigation methods and techniques. Corporate governance guidelines and strategies. Directorate goals and performance requirements. Investigation principles and practices. Information system terminology, concept and practices. Understanding of fraud, corruption risks and effective risk management techniques, forensic audit practices. Knowledge of professional standards of Associations of Certified Fraud Examiners (ACFE) and or internal Standards for Professional Practice of Internal Audit. Legislative Requirements: National intelligence Act. Criminal procedure Act. The prevention and Combating of Corrupt Activities Act, Act No.12 of 2003 (PRECCA). The Prevention of Organized Crime Act, Act No. 121 of 1998 (POCA). The Protected Disclosures Act, Act No.26 of 2000 (PDA). The Public Finance Management Act, Act No 1 of 1999 (PFMA) as amended. National Treasury Regulations. Promotion of Access to information Act (PAIA). Promotion of Administrative Justice Act (PAJA). Constitution Act 108 of 1996 (amended). Skills: Stakeholder relations management. Client orientation and customer focus. Campaign management. Project management. Problem solving and analysis. Strategic planning and organizing. Knowledge management. Decision making. People management. Computer literacy. Research skills. Good communication and Interpersonal skills. Relationship management/alliance partnering. Diversity management. Critical system thinking. Driving.
- DUTIES** : Providing inputs into the development of fraud prevention and integrity management strategies, policies and procedures. Co-ordinate and implement the developed fraud prevention, policies and procedures. Co-ordinate the anti-fraud and corruption training programmes. Co-ordinate and implement various fraud detection techniques and cyber crime in the Fund. Implement and maintain fraud prevention best practices.
- ENQUIRIES APPLICATIONS** : Mr J Ngapo Tel No: (012) 313 6339
- FOR ATTENTION** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building.
- : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 01/12 : **SENIOR SUPPLY CHAIN MANAGEMENT PRACTITIONER: PERFORMANCE REF NO: HR 5/1/2/3/05**

SALARY : R331 188 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Minimum 3 years' qualification in Supply Chain Management or any equivalent qualification. 2 years' experience in Supply Chain with an added advantage of specific experience in SCM performance. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customers. Customer Service (Batho Pele principles). Risk Awareness. COIDA. Legislative Requirements: COID Act, Regulations and policies. National Treasury Regulations. Preferential Procurement Policy Framework Act. Public service Act. Public Finance Management Act. National Treasury Regulations. Skills: Required Technical proficiency. Performance Management. Communication (verbal and written). Meeting planning, organization and facilitation. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making. Analytical thinking. Planning and organizing.

DUTIES : Review the Demand procedures for efficiency and compliance. Review the Acquisitions procedures for efficiency and compliance. Review the Logistics procedures for efficiency and compliance. Review the assets procedures for efficiency and compliance. Report logistics management activities.

ENQUIRIES : Ms K Mthethwa Tel No: (012) 406 5680
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 01/13 : **SENIOR STATE ACCOUNTANT: ACCOUNT PAYABLE REF NO: HR 5/1/2/3/06**

SALARY : R331 188 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year tertiary qualification in Accounting/ Financial Accounting/ Financial Management / Cost and Management Accounting. 2 years' functional experience in Accounts Payable environment. Knowledge: Compensation Fund policies, procedures and processes. Relevant stakeholders and customers. Customer services (Batho Pele Principles). Generally, Recognised Accounting Practice (GRAP). Generally Accepted Accounting Principles (GAAP). Public Service Act (PSA). Public Service Regulations (PSR). Protection of Personal Information Act (POPIA). Promotion of Access to Personal Information Act (PAIA). Legislative requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Skills: Technical proficiency. Communication (verbal and written). Meeting planning, organisation and facilitation. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making. Computer Literacy.

DUTIES : Attend to accounts payable process. Conducting Accounting and Administrative Services. Conduct Reconciliation of account. Execute daily payment run. Supervise staff.

ENQUIRIES : Ms P Makapela Tel No: (012) 406 5721
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 01/14 : **OHS INSPECTOR: CIVIL REF NO: HR4/4/5/99**

SALARY : R331 188 per annum
CENTRE : Dundee

- REQUIREMENTS** : Senior Certificate plus a three (3) year recognised qualification in relevant field, i.e. Construction. Valid driver's 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, Unemployment Insurance Act. Skills: Planning and organizing, Communication, Computer literacy, Facilitation, Interpersonal, Conflict handling, Negotiation, Problem solving, Interviewing, Presentation, Innovation, Analytical and Verbal and written communication.
- DUTIES** : 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** : Ms T. Khumalo Tel No: 034 212 2421
- APPLICATIONS** : Deputy Director: Labour Centre Operations: PO Box 445, Dundee, 3000 OR hand deliver at 63 Victoria Street, Dundee.
- FOR ATTENTION** : Sub-directorate: Labour Centre Operations, Dundee
- POST 01/15** : **OHS INSPECTOR (X2 POSTS)**
- SALARY** : R331 188 per annum
- CENTRE** : Labour Centre: Tzaneen Ref No: HR4/4/6/134 (X1 Post)
Labour Centre: Louis Trichardt Ref No: HR4/4/6/135 (X1 Post)
- REQUIREMENTS** : Senior Certificate plus a three year recognized qualification in the relevant field i.e. Mechanical Engineering; Mechatronics Engineering; Electrical Engineering; Chemical Engineering; Chemistry; Construction; Occupational Hygiene or Environmental Health. Registration with the relevant, recognized professional body is an advantage but not compulsory and a valid driver's 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, Unemployment Insurance Act Skills: Planning and Organizing, Communication skills, Computer literacy, Facilitation skills, Interpersonal skills, Conflict handling skills, Negotiations 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 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 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 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.
- ENQUIRIES** : Mr. M Makgobola Tel No: 015 290 1664
- APPLICATIONS** : Chief Director: Provincial Operations: Private Bag X9368, Polokwane, 0700 or hand deliver at: Department of Employment and Labour, No.42a Schoeman Street, Polokwane.
- FOR ATTENTION** : Sub-directorate: Human Resources Management, Limpopo

POST 01/16 : **EMPLOYMENT SERVICE PRACTITIONER II REF NO: HR4/4/11/24**

SALARY : R331 188 per annum
CENTRE : Mount Ayliff Labour Centre
REQUIREMENTS : Three (3) year relevant qualification in Social Science / Public Administration. Valid Driver's Licence. Knowledge: ILO Conversations, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and Organising, Communication skills, Computer, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration of PEA's and TEAs. Supervise the administration of employer services at the labour centre.

ENQUIRIES : Mr M Ntonga Tel No: 039 254 0282
APPLICATIONS : Deputy Director: Labour Centre Operations, Private Bag X 530 eMaXesibeni, 4735, Hand deliver at No 52 Church Street emaXesibeni.
FOR ATTENTION : Deputy Director: Labour Centre Operations

POST 01/17 : **EMPLOYER SERVICES PRACTITIONER (ESP II) REF NO: HR4/4/8/78**

SALARY : R331 188 per annum
CENTRE : Springbok Labour Centre
REQUIREMENTS : Three (3) year relevant qualification in Social Science (Psychology, Industrial Psychology)/ Public Administration/ Business Management/ Public Management. A valid driver's license. Two (2) years functional experience in a client oriented environment. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management Act, ILO conversions related PES. Skills: Planning and organising, Communication, Computer, Analytical, Presentation, Interpersonal, Report writing, Networking, Negotiation, Marketing.

DUTIES : Marketing PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process request for International Cross Boarder Labour Migration (ICBLM) and advice on the availability of skills. Process applications for registration of Public Employment Agency (PEA) And Temporary Employment Schemes (TES). Supervise the provision of registration and referral of work seekers for the Department. Monitor the implementation of employment schemes, Labour Activation Programmes (LAP) Projects and Temporary Relief-Scheme. Supervise the administration of employer services at the Labour Centre.

ENQUIRIES : Ms H Goci Tel No: 027 718 1048
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 01/18 : **SUPERVISOR: CLIENT SERVICES COID REF NO: HR4/4/10/500**

SALARY : R331 188 per annum
CENTRE : Mthatha Labour Centre, Eastern Cape Province
REQUIREMENTS : Matriculation/Grade 12/Senior Certificate Three-year tertiary qualification in Customer Services/Management/ Customer Relations/Contact Centre Management/Office Administration Management/Communication/Marketing. 2 years' functional experience in customer care/client services environment. Knowledge: All Labour Legislations and Regulations Private Employment Agency regulations and ILO conventions Batho Pele principles Public Services Regulations Knowledge of Departmental Policies, Procedures and Guidelines. Skills: Problem solving skills, Computer literacy Basic interpersonal skills, Listening skills, Communication skills, Ability to interpret legislation, Telephone etiquette, Mediation skills.

DUTIES : Monitor and oversee the help desk at the first port of entry within the COID services. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries. Attend all queries regarding legislation and follow up on pending queries. Management of resources.

ENQUIRIES : Ms S Zawula Tel No: 047 501 5600

APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag 5080, Mthatha, 5100, Hand delivery: No 8 Manpower Building CNT, Elliot& Madeira Street Mthatha, 5099.

FOR ATTENTION : Sub-directorate: Human Resources Management, Mthatha Labour Centre

POST 01/19 : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGAMENT REF NO: HR4/4/11/31**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Provincial Office: Mmabatho
: Three (3) year relevant qualification in Human Resource Management. 1-2 years' supervisory experience doing Human Resource Management Services. Knowledge: All labour legislations. Departmental policies and procedures. HR related systems. Public Service Act. Batho Pele principles. Public Service Regulations. Skills: Communication. Presentation. Conflict management. Analytical. Report writing. Computer literacy. Planning and Organising. Supervisory. Team management skills. Valid Driver's Licence.

DUTIES : Monitor the Recruitment and Selection process. Facilitate the processing and approve service benefits. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of HR policies. Monitor payment of salaries.

ENQUIRIES APPLICATIONS : Mr. Sello Pheeha 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

POST 01/20 : **SENIOR PRACTITIONER: DEMAND MANAGEMENT REF NO: HR 4/4/3/1/SPDM/UIF**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Unemployment Insurance Fund: Pretoria
: Three-year tertiary qualification (NQF Level 6) in Logistics Management /Supply Chain Management / Public Management. Two (2) years functional experience in demand management environment. Knowledge: Public Financial Management Act (PFMA). Public Service Act (PSA). Public Service Regulations (PSR). Unemployment Insurance Act and Regulations (UIAR). Unemployment Insurance Contributions Act (UICA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Treasury Regulations. Supply Chain Management Systems and Processes. Labour Relations Act (LRA). Employment Equity Act (EEA). Basic Condition of Employment (BCEA). Skills: Financial Management. Analytical. Problem Solving. Presentation. Planning and Organising. Communication (verbal and written). Computer literacy. Report Writing. Minutes writing.

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/Assets) in the section.

ENQUIRIES APPLICATIONS : Mr J Parsotam Tel No: (012) 337 1726
: Chief Director: Human Resources Management, 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,

POST 01/21 : **STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/79**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Provincial Office: Northern Cape
: BPROC/ LLB/ BCOM LAW. One (1) year in the legal/ compliance environment. Knowledge: Public Service transformation and management issues, Public Service act, Treasury Regulations, Departmental Policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing Skills, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Assist In court for enforcement of IES, Manage the implementation of enforcement processes for IES, Manage the advocacy strategy for in the province, Manage and facilitate the implementation of capacity development programmes for the inspectors in the provinces, Compile the stats for the unit.

ENQUIRIES : Mr IS VASS Tel No: (053) 331 1752
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road
FOR ATTENTION : Human Resources Operations, Provincial Office Kimberley

POST 01/22 : **SUPPLY CHAIN MANAGEMENT PRACTITIONER: DEMAND REF NO: HR 5/1/2/3/07**

SALARY : R269 214 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three years' tertiary qualification in Supply Chain Management/ Purchasing/ Logistics/ Procurement Management. Chartered Institute of Purchasing and Supply –CIPS as an added advantage. 1 year's functional experience in Supply Chain environment. Knowledge: Compensation Fund Policies, procedures and processes. Relevant stakeholders and customers. Customer service (Batho Pele Principles). Supply Chain procurement guidelines. Generally Recognised Accounting Practice (GRAP). COIDA. Technical knowledge. Legislative Requirements: Public Finance Management Act (PFMA). National Treasury Regulations. Preferential Procurement Policy Framework Act. BBBEE procurement provisions. Skills: Required Technical proficiency. Communication (verbal and written). Meeting planning, organisation and facilitation. Data and records management. Telephone Skills and Etiquette. Problem solving and decision making.

DUTIES : Receive requisitions from supervisor for processing. Receive requisition above (R500 000) from supervisor for processing. Provide secretarial functions to the Bid Specifications Committee (BSC). Supervisor of staff.

ENQUIRIES : Ms R Venter Tel No: (012) 406 5720
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 01/23 : **OFFICE ADMINISTRATOR REF NO: HR 5/1/2/3/08**

SALARY : R269 214 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three-year relevant qualification in Office/ Information Management/ Public/ Business Administration. One (1) year functional experience in office administration/ secretariat services. Knowledge: Departmental policies and procedures. Planning and organising. Administration procedures. Batho Pele principles. Interpersonal relations. Skills: Facilitation. Interpersonal relationship. Communication both (verbal and written). Computer. Telephone etiquette. Organising. Decision Making. Analytical. Project Management.

DUTIES : Provide a receptionist support to the Chief/Directorate including diary management for the Chief/Director. Render a secretariat Service for the Office of the Chief/Director. Assist in Monitoring and Maintaining the budget including the supply chain for the Chief/Directorate. Facilitate and coordinate all logistical and resource requirement of the Chief/Directorate. Provide Management Information and records management services in the Chief/Directorate. Track and monitor projects tasks within the Chief/Directorate.

ENQUIRIES : Ms D Nkabinde Tel No: (012) 406 9263
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 01/24 : **FACTORY STORE ADMINISTRATOR REF NO: HR4/22/10/08**

SALARY : R261 372 per annum
CENTRE : Supported Employment Enterprise, Seshego
REQUIREMENTS : National Diploma/ B Degree in Purchasing Management / Assets Management / Facility Management/ Logistics Management or relevant qualifications. Six (6) months relevant experience. Knowledge: Public Service Regulations (PSR),

Public Service Act (PSA), Public Financial Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Broad Based Black Economic Empowerment (BBBEE), Treasury Regulations, Supply Chain Management Systems and Processes, Assets Management. Skills: Financial Management, Analysis, Problem Solving, Presentation, Planning and Organizing, Communications (verbal and written), Computer Literacy, Report Writing.

DUTIES : Maintain and update the stock register. Capture stock details on both manual and electronic procurement systems. Maintain the warehouse. Provide stock taking and issuing of items. Administer the receiving of goods/items for the stores and warehouse.

ENQUIRIES APPLICATIONS : Ms A Pretorius Tel No: 012 843 7425

FOR ATTENTION : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

POST 01/25 : **ADMIN OFFICER: SUPPORT SERVICES: IES REF NO: HR 4/4/8/822**

SALARY CENTRE REQUIREMENTS : R269 274 per annum
 : Provincial Office: Free State
 : Three (3) year relevant tertiary qualification in Labour Relations/ Human Resources management/ Public/ Business Management/ Administration. One (1) year functional experience in Inspection/ Administration Services. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Public Service Regulations, SDLA, Occupational Health and Safety Act, COIDA, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act. SKILLS: Planning and organizing, Computer literacy, Interpersonal, Problem Solving, Communication (Verbal and Written).

DUTIES : Perform all registration pertaining to statutory services (BCEA, COIDA, UI, OHS, EEA, LRA), Conduct Labour Centre audits to check of the necessary tools of trade are in place with a view to improve IES systems and processes, Collect, compile and consolidate IES statistical reports and submit to Supervisor, Coordinate and monitors local and provincial Blitz inspections, Prepare enforcement document to Labour Court, Public Prosecutor and Magistrate Court.

ENQUIRIES APPLICATIONS : Mr M Luxande Tel No: (051) 505 6235

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

POST 01/26 : **DEBT COLLECTION CLERK REF NO: HR 5/1/2/3/09**

SALARY CENTRE REQUIREMENTS : R218 064 per annum
 : Compensation Fund, Pretoria
 : Grade 12. No Experience. Knowledge: Basic Accounting System (BAS). Legislative Requirements: COIDA. Public Finance Management Act. Treasury Regulations. Public Service Act. Skills: Communication (verbal and written). Debt Collection. Financial Management. Planning and organising. Computer literacy. Interpersonal. Conflict handling. Problem Solving.

DUTIES : Render effective debt collection services and accounts receivable administration duties. Provide bookkeeping support services. Follow up on debtors.

ENQUIRIES APPLICATIONS : Ms DK Mbulawa Tel No: (012) 406 9269

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.

NOTE : Coloureds, Indians Whites and Persons with disabilities are encouraged to apply.

POST 01/27 : **INSPECTOR (X2 POSTS)**

SALARY CENTRE : R218 064 per annum
 : Springbok Labour Centre Northern Cape Ref No: HR 4/4/8/71 (X1 Post)
 : Phuthadijhaba Labour Centre Free State Ref No: HR 4/4/8/825 (X1 Post)

REQUIREMENTS : Three (3) year qualification in Labour Relations/ BCOM Law/ LLB. A Valid driver's licence. No experience required. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Condition of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contribution Act. Skills: Facilitation, Planning and Organizing (Own work), Computer literacy, Interpersonal, Problem solving, Interviewing skills, Analytical, Verbal and Communication skills, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES : Mr D Luekes at 082 888 3343
Mr A Kutuka Tel No: (058) 713 0373

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Cnr Compound and Pniel Road.
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 01/28 : **BCEA INSPECTOR: INSPECTION AND ENFORCEMENT SERVICES REF NO: HR4/4/5/94**

SALARY CENTRE REQUIREMENTS : R218 064 per annum
Ladysmith Labour Centre: KZN
Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. Valid Driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal skills, Problem Solving skills, Interviewing skills, Analytical, Verbal and written communication skills, Employment Equity Act.

DUTIES : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary, Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation, Conduct advocacy campaigns on identified and allocated labour legislation, Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.

ENQUIRIES APPLICATIONS : Ms L Radebe Tel No: (036) 638 1900
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

POST 01/29 : **CLAIMS PROCESSOR REF NO: HR 4/4/8/821**

SALARY CENTRE REQUIREMENTS : R218 064 per annum
Bethlehem Labour Centre Free State
Grade 12 Certificate/ Three (3) years relevant 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: DEL and Compensation Fund objectives and business functions, Directorate or sub-directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund Policies, Procedures and Processes, Human anatomy/ Biology, Medical Terminology, Stakeholders and customers, Customer Service (Batho Pele Principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical knowledge. Skills: Requires Technical Proficiency Business Writing Skills, Required IT Skill, Fund IT Operating System, Data Capturing, Data and records management, Telephone Skills and Etiquette.

DUTIES : Handle claims registration documentation. Prepare for adjudication (claims processing). Prepare for medical claims processing. Render administrative duties.

ENQUIRIES APPLICATIONS : Mr T Moholi Tel No: (058) 303 5293

FOR ATTENTION : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Sub-directorate: Human Resources Operations, Free State

POST 01/30 : **CLIENT SERVICE OFFICER REF NO: HR4/4/5/75**

SALARY CENTRE REQUIREMENTS : R211 713 per annum
 Richards Bay Labour Centre / Eshowe Satellite
 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 Legislations 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 : Mr KI Ximba Tel No: (035) 760 1614

FOR ATTENTION : Deputy Director: Labour Centre Operations: Private Bag X 20033, Empangeni, 3880 OR hand deliver at 11 Lira Rink Road, Richards Bay. Sub-directorate: Deputy Director: Labour Centre Operations, Richards Bay.

POST 01/31 : **ADMINISTRATION CLERK: PES REF NO: HR 4/4/7/109**

SALARY CENTRE REQUIREMENTS : R181 599 per annum
 Provincial Office Mpumalanga
 Grade 12/ Matriculation Senior Certificate. Knowledge: Relevant ILO Conventions, Human Resource Management, Batho Pele. Skills: Planning and organising, Verbal and written communication, Analytical, Computer literacy, Presentation, Interpersonal, Report writing, Innovative.

DUTIES : Liaise with stakeholder relations for acquisition of placement opportunities (Daily). Avail information for coordination of International Cross-Border Labour Migration functions (Daily). Support coordination of the registration and certification of Private Employment Agencies (Daily). Coordinate large (Provincial) opportunities from key stakeholders (Weekly).

ENQUIRIES APPLICATIONS : Mr EA Masemola Tel No: (013) 655 8700

FOR ATTENTION : The Deputy Director: Public Employment Services, Private Bag X 7263, Emalahleni, 1035. Hand delivery: Labour Building, Corner Hofmeyer Street and Beatty Avenue, Emalahleni.

POST 01/32 : **ADMINISTRATIVE CLERK: SUPPORT SERVICES IES REF NO: HR 4/4/4/10/100**

SALARY CENTRE REQUIREMENTS : R181 599 per annum
 Labour Centre: Graff Reinets
 Matriculation/ Grade 12. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and photocopier, Data capturing. Skills: Planning and Organizing, Computer Literacy, Communication.

DUTIES : Render administration support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resources Services support for the Directorate.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr L Mduduma Tel No: (049) 892 2142
 Labour Centre Operations: P.O Box 342, Graff Reinets, 6280
 Deputy Director: LCO

POST 01/33 : **ADMINISTRATION CLERK: ANTI-FRAUD AND ANTI-CORRUPTION REF NO: HR 4/ 4/3/1/ACAFAC/UIF**

SALARY CENTRE REQUIREMENTS : R181 599 per annum
: Unemployment Insurance Fund: Pretoria
: Grade 12 Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service Act (PSA). Promotion of Access to information Act (PAIA). Unemployment Insurance Act (UIA). Unemployment Contributions Act (UICA). Skills: Minutes Writing. Report Writing. Analytical and Creativity. Planning and Organising. Communication. Computer Literacy. Time Management. Interpersonal.

DUTIES : Render administrative support services to the fraud and corruption investigation processes. Provide an effective case administration. Provide logistical arrangements in the Section.

ENQUIRIES APPLICATIONS : Ms J Jack Tel No: (012) 337 1711
: Chief Director: Human Resources Management, 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

POST 01/34 : **TEAM LEADER: PHYSICAL AND INFORMATION SECURITY SERVICES REF NO: HR 4/ 4/3/1/TLPISS/UIF**

SALARY CENTRE REQUIREMENTS : R181 599 per annum
: Unemployment Insurance Fund: Pretoria
: Grade 12. Private Security Industry Regulatory Authority (PSIRA) Grade B Certificate. One (1) year experience in Security Environment. Knowledge: Access to Public premises and vehicles Act. Private Security Industry Regulatory Authority Procedures. Evacuation Procedures. Batho Pele Principles. Public Service Regulations Act (PSR). Departmental Procedures and Policies. Skills: Verbal and written communication. Problem solving. Analytical. Computer Literacy. Good Interpersonal relation. Communication. Customer care.

DUTIES : Render the physical security services. Render the information security services. Render access to the building and key control. Supervise security officers on shifts.

ENQUIRIES APPLICATIONS : Mr K Mphephu Tel No: (012) 337 1651/ 1749
: Chief Director: Human Resources Management, 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

POST 01/35 : **CLEANER MAINTENANCE MANAGEMENT REF NO: HR 4/4/3/1CMM/UIF**

SALARY CENTRE REQUIREMENTS : R128 166 per annum
: Unemployment Insurance Fund: Pretoria
: ABET. No experience required. Knowledge: Cleaning Procedures. General Hygiene Practices. Batho Pele Principles. Cleaning Products and Applications. Skills: Planning. Communications (verbal and written) Listening.

DUTIES : Provide cleaning services (offices, corridors, elevators and bathrooms etc.). Provide general kitchen cleaning services. Clean restrooms and maintain tidiness. Keep and maintain cleaning materials and equipments.

ENQUIRIES APPLICATIONS : Ms HT Masemola Tel No: (012) 337 1502
: Chief Director: Human Resources Management, 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