

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 : 06 December 2021 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 DPSSA 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 (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 41/02 : **TEAM LEADER REF NO: HR4/4/5/35**

SALARY : R321 543 per annum

<u>CENTRE REQUIREMENTS</u>	: Kokstad Labour Centre : Three (3) year tertiary qualification in Labour Relations/ Labour Law/ LLB/BCOM LAW or Electrical/ Mechanical Engineering/ Environmental Health/Analytical Chemistry/ Chemical Engineering/ Civil & Construction Engineering/ Financial Management/ Auditing/ Accounting. Valid driver's license. Two (2) years functional experience in Inspection and Enforcement Services. Knowledge: Extensive knowledge of the following Departmental Policies and procedures Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act, UI Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation skills, Planning and Organizing, Computer literacy, Interpersonal skills, Conflict handling skills, Negotiation skills, Problem solving skills, Interviewing skills, Presentation skills, Innovative, Analytical, Verbal and written communication skills.
<u>DUTIES</u>	: Plan and independently conduct substantive inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), and UI Contribution Act (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 legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report Manage the finalisation of files of cases received and investigations conducted by the Inspectors. 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. Ensure that non-compliant employers are referred for prosecution within the relevant time frames.
<u>ENQUIRIES APPLICATIONS</u>	: Mr S Ngqoza Tel No: (039) 727 2140 : Deputy Director: Kokstad Labour Centre: PO Box 260, Kokstad 4700 or hand deliver at 59 Hope Street, Kokstad. Email: Jobs-KZN7@labour.gov.za.
<u>POST 41/03</u>	: <u>SENIOR PRACTITIONER: ACQUISITION MANAGEMENT REF NO: HR4/4/3/1SPAM/UIF (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R321 543 per annum : Unemployment Insurance Fund: Head Office : Three years' Tertiary qualification in Purchasing Management/ Facility Management/ Logistic Management/ Management. 2 years' functional experience in Acquisitions Management environment. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Basic Condition of Employment (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Electronic Operation System, Public Service Regulation (PSR), Public Service Act (PSA), National Treasury Regulations, Supply Chain Management Systems and Processes, Bid Procedures, Broad Based Black Economic Empowerment (BBBEE), Preferential Procurement Policy Framework Act (PPPFA). Skills: Problem Solving, Presentation, Planning and Organising, Communication, Computer Literacy, Report Writing, Financial Management, Analysis, Time management, Numeracy.
<u>DUTIES</u>	: Facilitate the administration of contracts for the UIF. Provide technical support on bidding process. Provide monthly reporting on awarded contracts and tenders. Provide secretarial functions to the Bid Committees. Supervise resources (Human, Financial, Equipment) in the section.
<u>ENQUIRIES APPLICATIONS FOR ATTENTION</u>	: Ms WE Kruger Tel No: (012) 337 1915 : email: Jobs-UIF3@labour.gov.za : Chief Director: Corporate Services

POST 41/04 : **SENIOR PRACTITIONER: OPERATIONS SYSTEMS SUPPORT REF NO: HR4/4/3/1/SPOSSUIF**

SALARY : R321 543 per annum
CENTRE : Unemployment Insurance Fund: Head Office
REQUIREMENTS : Three years' tertiary qualification in Business Administration/ Public Management/ Public Administration/ Operations Management. Two (2) years' functional experience in Claims Management environment. Knowledge: Electronic Document Management System, UIF Operational and financial systems (Virtual Office and Siyaya etc), Unemployment Insurance Fund Standard Operating Guide (SOG), Siyaya and Virtual Office User Management Procedure, Department of Employment and Labour data security policy, Relevant requirements on the specification documents, Siyaya call logging guidelines, Basic Condition of Employment Act (BCEA), Labour Relations Act, Employment Equity Act, Public Service Act (PSA), Public Service Regulation. Skills: Communication (Written and Verbal), People Management, Listening, Computer Literacy, Time Management, Analytical, Numeracy, Interpersonal, Report Writing, Planning and Organizing, Conflict Management, Problem solving.

DUTIES : Maintain access and roles of users and operational calls on the operational systems. Provide inputs in system enhancement and conduct user acceptance test. Provide administrative system support service. Supervise resources (Human, Financial, Equipment / Assets) in the section.

ENQUIRIES : Ms N Tshabalala Tel No: (012) 337 1508
APPLICATIONS : email: Jobs-UIF6@labour.gov.za
FOR ATTENTION : Chief Director: Corporate Services

POST 41/05 : **SENIOR CLAIMS ASSESSOR (SENIOR ADMINISTRATION OFFICER) (X2 POSTS)**

SALARY : R321 543 per annum
CENTRE : Klerksdorp Labour Centre Ref No: HR 4/4/10/83
Rustenburg Labour Centre Ref No: HR 4/4/10/84
REQUIREMENTS : Three-year tertiary qualification in Public Management/ Administration/ Social Science/ OHS/ Finance/HRM is required. 3-5 years' experience in a claims processing environment of compensation or medical claims is highly desirable plus supervisory experience Knowledge: Compensation Fund policies, procedures and processes. Relevant Stakeholders. Human anatomy / Biology and medical terminology. Customer Service (Batho Pele Principles). COID Tariffs. Public Service Charter. Approved COID Delegation. Promotion of Access to Information Act. Road Accident Fund (RAF) Act. PFMA and Treasury Regulations Skills: Required Technical Proficiency. Data Capturing. Required IT Skills. Business writing skills. Data and records management. Telephone Skill and Etiquette. Numeracy.

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

ENQUIRIES : Ms N Litheko 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. E-mail: Jobs-NW@labour.gov.za

POST 41/06 : **CLIENT SERVICE OFFICE: MOBILE REF NO: HR 4/4/8/501**

SALARY : R261 372 per annum
CENTRE : Kroonstad Labour Centre
REQUIREMENTS : Matriculation/Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognized Certificate (NQF) in Office Administration/ Public Management/ Administration/ Secretariat. Drivers license Code C10 PDP. No experience required. Knowledge: All Labour Legislations and Regulations, Private 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, Driving.
<u>DUTIES</u>	:	Render services at visiting points as the first point of entry within the Registration Services. Render all Labour Legislations services received from Clients. Render all Unemployment Insurance Benefits Applications and Employer declaration. Render COIDA Services and Employer registration forms for COIDA received from visiting point.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Malope Tel No: (056) 215 1812
	:	Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS5@labour.gov.za
<u>POST 41/07</u>	:	<u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/8/510</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 REQUIREMENTS</u>	:	Labour Centre: Welkom 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 APPLICATIONS</u>	:	Ms. M Mamburu Tel No: (057) 391 0216
	:	Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
<u>POST 41/08</u>	:	<u>SENIOR ADMIN CLERK (CLAIMS PROCESSOR) REF NO: HR 4/4/8/513</u>
<u>SALARY</u>	:	R211 713 per annum
<u>CENTRE</u>	:	Welkom Labour Centre
<u>REQUIREMENTS</u>	:	Grade 12 certificate / three-year tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM. 1-2 years experience on compensation and medical claims processing. Knowledge: DoL 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 customer, 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: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operation Systems, 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 administration duties.
ENQUIRIES : Ms. M Mamburu Tel No: (057) 391 0200
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS5@labour.gov.za

POST 41/09 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X6 POSTS)**

SALARY : R211 713 per annum
CENTRE : Labour Centre: Kroonstad - Ref No: HR 4/4/8/512 (X1 Post)
Labour Centre Mount Ayliff-Ref No: HR4/4/5/509 (X1 Post)
Labour Centre: Rustenburg –Ref No: HR 4/4/10/78 (X2 Posts)
Labour Centre: Emalahleni –Ref No: HR4/4/7/01 (X2 Posts)

REQUIREMENTS : Matriculation/Grade 12. No experience. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Knowledge of all Departmental Policies, Procedures & 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 Unemployment Insurance benefits and Employer declarations. Resolve all complaints on all Labour Legislations received from clients. Receive application form in terms of Compensation for Injuries & Diseases Act (COIDA) and Employer registration forms for COIDA.

ENQUIRIES : Mr S Malope Tel No: (056) 215 1812
Mr M Ntonga Tel No: (039) 254 0282
Ms N Litheko Tel No: (018) 387 8100
Ms GK Malatsi Tel No: (013) 653 3846

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS1@labour.gov.za
Deputy Director: Mt Ayliff Labour Centre: Private Bag X 530, Mt Ayliff, 4735 OR hand deliver to 52 Church Street Mt Ayliff. E-mail: Jobs-EC@LABOUR.gov.za
Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 Or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. E-mail: Jobs-NW@labour.gov.za
Private Bag X 7293, Emalahleni, 1035.Hand delivery: 38 Mandela Avenue, or Corner Escombe and Mandela Avenue, Emalahleni or via Email: Jobs-MP@labour.gov.za

POST 41/10 : **INSPECTOR REF NO: HR 4/4/8/514 (X2 POSTS)**

SALARY : R211 713 per annum
CENTRE : Welkom Labour Centre
REQUIREMENTS : Three (3) years relevant qualification in Labour Relations/ BCOM Law/ LLB. A valid drivers license. Zero experience. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act, Unemployment Insurance Act, Unemployment Insurance Contributions Act. Skills: Facilitation skills, Planning and Organizing (Own work), Computing (Spread sheet, 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 : Ms. M Mamburu Tel No: (057) 391 0200

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 Or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS1@labour.gov.za

POST 41/11 : **SENIOR ADMIN CLERK: CLAIMS PROCESSOR REF NO: HR 4/4/10/85**

SALARY : R211 713 per annum
CENTRE : Klerksdorp Labour Centre
REQUIREMENTS : Three-year year tertiary qualification in degree/diploma in Public Management / Administration / Social Science / OHS / Finance / HRM is required. 1-2 years' experience in a compensation or medical claims processing environment
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 Skills. Communication (written and verbal). Data Capturing. Data and Records Management. Telephone Skills and Etiquette.

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

ENQUIRIES : Ms. N Litheko 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. E-mail: Jobs-NW@labour.gov.za