

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>	:	18 July 2025 at 16:00 (walk-in) and 00:00 (online)
<u>NOTE</u>	:	All attachments for online application must include an application form Z83 and CV only, in PDF and as one (1) document or attachment, 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. JPEG (picture/snapshot) application will not be accepted. Failure to do so, your application will be disqualified. 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 post(s) advert must be accompanied by its own application form for employment and must be fully completed, initialled and signed by the applicant as instructed below. Failure to fully complete, initial and sign the Z83 form will lead to disqualification of the application during the selection process. All fields of Section A, B, C and D of the Z83 must be completed in full. Section E, F, G (Due to the limited space on the Z83 it is acceptable for applicants to indicate refer to CV or see attached. However, the question related to conditions that prevent re-appointment under Part "F" must be answered and declaration signed. Only an updated comprehensive CV (with detailed previous experience if any) and a completed and signed new Z83 application form 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. Non-RSA Citizens/Permanent Resident Permit holders in possession of foreign qualifications must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). The Department does not accept applications via fax. Applicants who do not comply with the abovementioned instructions/ requirements, as well as applications received late will not be considered. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the posts' technical and generic requirements. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). Please note by responding to the advertisement, you consent to the collection, processing, and storing of your Personal Information in accordance with the Protection of Personal Information Act (POPIA) Your information will be used solely for the purpose of this promotion and will not be shared with third parties without prior consent unless required by law. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. The Department reserves the right not to make any appointment(s) to the below advertised post(s). The successful candidate will be required to enter into an employment contract and a performance agreement. The Department is an equal opportunity affirmative action employer. The Employment Equity Plan of the Department shall inform the employment decision. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s)

OTHER POSTS

<u>POST 23/18</u>	:	<u>DEPUTY DIRECTOR: BENEFICIARY SERVICES REF NO: HR4/4/8/124</u> Re-advertisement, applicants who previously applied must re-apply
<u>SALARY CENTRE</u>	:	R1 059 105 per annum, (all- inclusive salary package) Provincial Office: Kimberley

<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification at NQF6 in Operations Management/ Operations Research/ Public Management/ Business Administration/ Finance and/ or equivalent. Two (2) years management experience. Three (3) years functional experience in Operations. Knowledge: Unemployment Insurance Act and Regulations (UIRA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Treasury Regulations. Batho Pele Principles. Basic Conditions of Employment Act (BCEA). Labour Relations Act (LRA). Employment Equity Act (EEA). Public Service Regulation (PSR). Public Service Act (PSA). Operations Systems. Skills: Leadership. Management. Financial Management. Report writing (Advance). Computer literacy. Team Building. Negotiation. Project Management. Analytical. Communication (both verbal & written). Innovative/Creative.
<u>DUTIES</u>	:	Monitor the registration of employers and employees' declaration. Manage the provision of assessment, validation and adjudication of claims. Manage the provision of general support in the unit. Manage the provision of comprehensive financial administration services. Manage the resources in the Sub Directorate.
<u>ENQUIRIES</u>	:	Mr Z Albanie Tel No: (053) 838 1502
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management
<u>POST 23/19</u>	:	<u>DEPUTY DIRECTOR: FACTORY PRODUCTION REF NO: HR4/25/04/32</u>
<u>SALARY</u>	:	R896 436 per annum, (all- inclusive salary package)
<u>CENTRE</u>	:	SEE, Silverton, Pretoria
<u>REQUIREMENTS</u>	:	Three (3) year National Diploma (NQF 6) / Bachelor's Degree (NQF 7) in Operations Management / Production Management / Woodwork / Carpentry / Fine Art. Three (3) years functional experience in Production / Operations environment. Two (2) years middle management experience at the level of ASD and a Valid driver's licence. Knowledge: Wood, Metal and Manufacturing, Wood, metal and textile, Machinery / tools / technique, Manufacturing principles / procedures, Production process, Disability, SEE Policies and Prescripts, First Aid, Knowledge of BCEA and OHSA, Quality Assurance. Skills: Managerial / Leadership, Supervision, Analytical, Negotiation and Presentation Skills, Planning: organising and Quality Control, Problem Solving, Diversity Management, Initiative and Creativity, Time Management, Report Writing.
<u>DUTIES</u>	:	Strengthen and maintain capacity of the Supported Employment Enterprises. Manage the production of wood, metal and textile factories. Administer the operations of the Supported Employment Enterprises. Manage staff and other resources.
<u>ENQUIRIES</u>	:	Ms A Pretorius / Ms BP Thwala Tel No: (012) 843 7300
<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street, Pretoria Email: Jobs-SEE32@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 23/20</u>	:	<u>ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR4/4/08/120</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF6) in Public Administration/ Public Management/ Financial Management/ Financial Administration. Fleet/ Transport Management, Fleet/Transport Economics, Business Management, Travel and Tourism Management / Tourism Management and Logistics Management. Four (4) years' experience of which two (2) years at Supervisory and Two (2) years functional experience in Fleet and/or Transport Services and Travel Booking. A Valid driver's license. Knowledge: Public Finance Management Act, Departmental Policies and Procedures, Project management, Intermediate Human Resources Development, General Management, Strategic Management, Skills Development Act, Labour Relations Act and Basic Conditions of Employment Act, National Road Traffic Act Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communication, People management.

<u>DUTIES</u>	:	Monitor compliance with Travel Management and Fleet policies in the province. Monitor asset register of the department vehicles within the province. Provide, support and oversee the procurement and operation of the subsidized motor transport scheme. Manage timeous maintenance and repair of vehicles according to the manufacturer specifications. Monitor the implementation of accident processes and procedures in the province. Manage all resources of the Division.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 8381632
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCKIM@labour.gov.za
<u>POST 23/21</u>	:	<u>ASSISTANT DIRECTOR: COID- STATUTORY SERVICES REF NO: HR 4/4/06/01</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Provincial Office: Gauteng
<u>REQUIREMENTS</u>	:	BPROC/LLB. Admission as an Attorney or Advocate. Two (2) years functional experience in compliance or legal service environment. Valid driver's license. Knowledge: Public Service transformation and management issues, public service Act, Treasury regulations, Departmental policies and procedures, Departmental policies and procedures, Corporate governance, Skills Development Act, Public Service Regulations, SDLA, Employment Equity Act, Basic Conditions of Employment Act, Health and Safety Act, Compensation for Occupational Injuries & Diseases Act, Labour Relations Act, Employment Services Act. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem solving, Interviewing skill, Presentation, Innovative, Analytical, Verbal and written communication.
<u>DUTIES</u>	:	Appear in Court for enforcement of COID and OHS, Manage the implementation of COIDA & OHS in IES. Manage and facilitate the implementation of capacity development programmes for the inspectors in the province. Co-ordinate information to provide legal advice and proceeding for COID and OHS Enforcement.
<u>ENQUIRIES</u>	:	Mr M Tshabalala Tel No: (012) 309 0500
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at 47 Empire Road, Parktown. For online email: Jobs-GP7@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resource Management, Provincial Office: Gauteng applications
<u>POST 23/22</u>	:	<u>ASSISTANT DIRECTOR: ORGANIZATIONAL DEVELOPMENT REF NO: HR4/25/07/50HQ</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office Pretoria
<u>REQUIREMENTS</u>	:	An Undergraduate qualification at (NQF 6) as recognized by SAQA in Management Services/ Industrial Engineering/ Operations/ Production Management/ Industrial Psychology. Four (4) years functional experience in Organisational Development/ Effectiveness/ Work Study services environment. Knowledge: Basic understanding of policies, regulations, prescripts and legislation, understanding of efficiency promotion including the development of organisational structure, Job profile design and Job evaluation, Organisational behaviour, Business Process Management, Organisational Design, DPSA Resolutions and Guidelines, Labour Relations Act, Basic knowledge of Public Financial Management Act. Skills: Organizational and planning, Facilitation, Project Management, Computer, Good communication (verbal and written), Listening, Interviewing, Research, Analytical, Good interpersonal relation, Report writing, Innovative.
<u>DUTIES</u>	:	Manage and facilitate organizational development investigations. Manage and facilitate the development and review of job profile in the Department. Facilitate and conduct Job Evaluation processes within the Department. Coordinate and facilitate the development of Business Process Improvement. Conduct change management processes intervention and organizational client survey in the Department.
<u>ENQUIRIES</u>	:	Mr S Nkhabelane Tel No: (012) 309 4747

<u>APPLICATIONS</u>	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ21@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 23/23</u>	:	<u>SENIOR ADMINISTRATION OFFICER: UIF OPERATIONS REF NO: HR 4/4/8/125</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office: Kimberley
<u>REQUIREMENTS</u>	:	Three (3) years tertiary qualification at NQF6 with Accounting and Mathematics as major subjects or equivalent. Two (2) years relevant experience. Knowledge: Unemployment Insurance Act. Unemployment Insurance Contributions Act (UICA). Public Service Regulation. Public Service Act. Batho Pele Principles. Departmental Policies and procedures. Customer Care Skills: Communication. Listening. Computer Literacy. Customer Relations. Decision Making.
<u>DUTIES</u>	:	Monitor and oversee the assessment of all the UI Claims on the relevant systems in line with the Standard Operating Procedure. Monitor and authorize the execution of payment approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Monitor all investigated discrepancies. Supervise resources in the section.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 838 1502
<u>APPLICATIONS</u>	:	Chief Director Provincial Operations: Private Bag X5012, Kimberly, 8301 or hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley. Email: Jobs-NCKIM@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resources Management
<u>POST 23/24</u>	:	<u>EMPLOYMENT SERVICE PRACTITIONER II REF NO: HR4/4/08/121</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Labour Centre: Postmasburg
<u>REQUIREMENTS</u>	:	Three (3) year's relevant qualification at NQF6 in Social Science (Psychology, Industrial Psychology/ Public Administration/ Business Management/ Public Management. Two (2) year's functional experience in a client orientated environment. A valid driver's licence. Knowledge: Employment Service Act, Unemployment Insurance Act, Public Service Act, Immigration Act, Skills Development Act, Social Plan Guidelines, Human Resource Management, Public Financial Management Act, ILO conventions related PES. Skills: Planning and organizing, Communication, Computer, Analytical, Presentation, Interpersonal, Report Writing, Networking, Negotiation, Marketing.
<u>DUTIES</u>	:	Market PES services to stakeholders to acquire opportunities and conduct recruitment, selection, referral and placement of registered work seekers. Process requests for international cross boarder labour migration (ICBLM) and advice on the availability of skills. Process applications for registration and licensing of PEAs and TES. Supervise registration and referral of work seekers for the Department. Implement employment schemes, LAP Projects and Temporary Relief- Schemes. Supervise the administration of employer services at the Labour Centre.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 8381632
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCPOS@labour.gov.za
<u>POST 23/25</u>	:	<u>SENIOR ADMINISTRATION OFFICER: BENEFICIARY SERVICES REF NO: HR4/4/4/06/17</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Provincial Office, Gauteng
<u>REQUIREMENTS</u>	:	Undergraduate qualification in Business Administration /Management, Public Administration / Public Relations / Social Science / Accounting / Finance / HRM / Records Management at NQF Level 6 as recognized by SAQA. Two (2) years functional experience in Client Services environment / Claims Processing environment of UIF or Insurance claims. Knowledge: Unemployment Insurance Act and Regulations (UIA), Unemployment Insurance Contributions Act

		(UICA), Department of Employment and Labour & UIF Policies and Procedures, Operations System, Batho Pele Principles, Protection of Personal Information Act (POPIA). Skills: Interpersonal, Presentation, Listening, Communication (verbal & written), Computer Literacy, Problem Solving and Planning and Organizing.
<u>DUTIES</u>	:	Provide Unemployment Insurance services through interaction with customers. Provide quality assurance and follow-up on Unemployment Insurance applications. Administer the UI Claims and Processing Services. Supervise resources (Human, Equipment/Assets) in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PP Godongwana at 082 883 7553
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 47 Empire Road, Parktown. For online applications email: Jobs-GP26@labour.gov.za , For Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 23/26</u>	:	<u>SENIOR ADMINISTRATION OFFICER: FRAUD INVESTIGATIONS REF NO: HR4/4/5/21</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Provincial Office: KZN
	:	Three (3) years relevant tertiary qualification at NQF6 in Risk Management/ Internal Audit/ Risk and Security Management/ Accounting/ Law/ Policing/ Forensic Investigations/ CFE qualification. Two (2) years functional experience in anti-fraud and corruption environment. ACFE membership will be an added advantage. Drivers licence. Knowledge: Investigative Principles and Practices, Departmental and the Fund's Policies and Procedures, Public Finance Management Act (PFMA), Unemployment Insurance and Unemployment Insurance Contributions Act, Basic knowledge of all labour legislations, Anti-Fraud and Corruption Policies, Legal environment: Court and Criminal Procedures, Fraud related administration and operations, Batho Pele Principles. Skills: Planning and Organizing, Time Management, Conflict Management, Analytical, Investigation, Communication (verbal & written), Computer Literacy, Presentation, Assertiveness, Attention to detail, Client focused, Organisational goal driven, Initiative, Punctuality, Self-motivated, Accuracy, Dedicated, Flexibility, Responsiveness.
<u>DUTIES</u>	:	Implement Fraud and Corruption Preventions Strategies. Conduct Investigations on reported Fraud and Corruption. Analyse system capabilities to anti-fraud management programmes. Liaise with appropriate sections within the Department and external stakeholders on Fraud Prevention measures. Supervise resources in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mangotywa Tel No: (031) 366 2186
	:	Deputy Director: Provincial Operations: PO BOX 940, Durban, 4000 or hand deliver at 267 Anton Lembede Street, Durban. For online Applications Email to: Jobs-KZN15@Labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Deputy Director: Human Resource Operations, KwaZulu-Natal.
<u>POST 23/27</u>	:	<u>CLAIMS ASSESSORS (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R325 101 per annum
	:	Labour Centre: Kempton Park, stationed at Delta Heights (Pretoria) Ref No: HR 4/4/4/06/02 (X1 Post)
	:	Labour Centre: Germiston, stationed at Delta Heights (Pretoria) Ref No: HR4/4/4/06/03(X1 Post)
	:	Labour Centre: Pretoria) Ref No: HR4/4/4/06/0 (X1 Post)
	:	Labour Centre: Johannesburg Ref No: HR4/4/4/06/05 (X1 Post)
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF 6) as recognised by SAQA in Public Management/ Business Management/Operations management/ Management/ HRM/ Nursing/ Law/ LLB/ BCom / Finance/ Administration. 1- year functional experience in claims/ medical processing environment. Experience in claims processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation, Treasury policies and PFMA regulations (legislative framework), claims handling, brand and customer oriented service delivery, relevant Compensation Fund policies, Public Service Act and Regulations, COID tariffs, Public Service charter, approved COID delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, Compensation for Occupational Injuries and Diseases Act (COID),

		Occupational Health and Safety Act (OHS, The Constitution of RSA. Skills: claim registration, tariffs administration, communication (written and verbal), analysis & interpreting information (data analysis), claim assessment/ settlement, post claims management and settlement, claims handling, claims verification and validation, monitoring & evaluation data gathering & analysis.
<u>DUTIES</u>	:	Adjudicate registered claims as per delegations' requirements, prepare complex claims. coordinate, capture and approve compensation benefits, handle claims enquiries and advocacy sessions, supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr V Mabudusha Tel No: (012) 319 1933
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown
		Email: Jobs-GP17@labour.gov.za for Labour Centre: Kempton Park, stationed at Delta Heights (Pretoria)
		Email: Jobs-GP18@labour.gov.za for Labour Centre: Germiston, stationed at Delta Heights (Pretoria)
		Email: Jobs-GP19@labour.gov.za for Labour Centre: Pretoria
		Email: Jobs-GP20@labour.gov.za for Labour Centre: Johannesburg
<u>POST 23/28</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: PERFORMANCE MANAGEMENT AND COMMITTEE SERVICES REF NO: HR4/25/07/51HO</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum
	:	Head Office, Pretoria
	:	Three (3) years relevant tertiary qualification at NQF6 in Human Resources Management/ Human Resource Development/ Training & Development/ Management of Training/ Public Management/ Public Administration. One (1) year functional experience in Performance Management. Knowledge: Departmental Policies and Procedures, Public Finance Management Act, Performance Management and Development Policies and Directives, Public Service Act, Public Service Regulations, Batho Pele Principles. Skills: Interpersonal, Communication, Computer, Facilitation, Report writing, Minutes taking, Basic Project Management.
<u>DUTIES</u>	:	Facilitate performance agreement and performance assessments in the Department. Verify and quality check submitted performance agreements and assessment reports on Electronic Performance Management system and provide report to supervisor. Provide secretariat and logistical support for PMDS Committees meetings. Procure goods and services for Sub-Directorate Performance Management & Committee Services. Responsible for administration of performance management on the online system.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Ratau Tel No: (012) 309 4605
	:	Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Email: Jobs-HQ10@labour.gov.za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Operations, Head Office
<u>POST 23/29</u>	:	<u>MEDICAL CASE COORDINATOR: PROFESSIONAL NURSE, GRADE 1-3)- REF NO: HR 4/4/06/13 (X3 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R382 107 per annum, (OSD)
	:	Grade 2: R396 132 – R466 623 per annum, (OSD)
	:	Grade 3: R476 367 – R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Gauteng Provincial Office, stationed at Delta Heights (Pretoria)
	:	4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and related legal as well ethical nursing practices, stakeholders and customers, customers service (Batho Principles), COIDA tariffs, technical knowledge,

		PFMA and National Treasury Regulations, Public Service Act, COIDA Act, National Health Act, Health Act, Nursing legislation, Allied Health Professions Act, Rehabilitation framework & policy, Skill Development Act, Integrated National Disability Strategy (INDS), Occupational Health and Safety Act (OHS), Promotion of equality and prevention of unfair discrimination Act. Skills: Rehabilitation, analytical, business, financial management, knowledge management, planning and organizing, problem solving and analysis, 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 to work and community re-integration programmes, maintain relationships and empower all internal and external stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Dr V Mabudusha Tel No: (012) 319 1933
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown Email: Jobs-GP2@labour.gov.za
<u>POST 23/30</u>	:	<u>MEDICAL CASE ADJUDICATOR: PROFESSIONAL NURSE GRADE 1-3 (X4 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 – R382 107 per annum, (OSD) Grade 2: R396 132 – R466 623 per annum, (OSD) Grade 3: R476 367 – R610 662 per annum, (OSD)
<u>CENTRE</u>	:	Labour Centre: Johannesburg Ref No: HR 4/4/4/06/14 (X1 Post) Labour Centre: Kempton park (X1 Post), Vereeniging (X1 Post), Mamelodi (X1 Post) stationed at Delta Heights (Pretoria) Ref No: HR 4/4/4/06/15
<u>REQUIREMENTS</u>	:	4 years' degree (NQF7)/ 3 years' diploma in Nursing (NQF6). Post basic Diploma in Occupational Health/ Theatre Technique/ Critical Care will be an advantage. Valid Driver's Licence is required. The following years of experience in trauma/emergency/internal medical/ general surgery/ orthopaedics/ theatre at the regional public hospital level or private hospital are required: Grade 1: 2-9 years' experience gained after registration, Grade 2: 10-19 years' experience gained after registration & Grade 3: 20 years above experience gained after registration. Experience in medical claims processing/ insurance environmental will be on an added advantage. Registration with South African Nursing Council. Knowledge: DoL and Compensation Fund objectives and business functions, Compensation Fund Services, Directorate or sub-directorate goals and performance requirements, nursing legislations and related legal as well ethical nursing practices, stakeholders and customers, customers service (Batho Principles), COIDA tariffs, technical knowledge, PFMA and National Treasury Regulations, Public Service Act, COIDA Act, Occupational Health and Safety Act (OHS). Skills: Required technical proficiency, business writing, required IT skills, data, capturing, data and records management, telephone skills and etiquette.
<u>DUTIES</u>	:	Provide advice and recommendation in the acceptance of liability, recommend the approval of medical accounts, provide medical advice 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>	:	Dr V Mabudusha Tel No: (012) 319 1933
	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand deliver at: Department of Employment and Labour, No.47 Empire Road, Parktown Email: Jobs-GP3@labour.gov.za for Labour Centre, Johannesburg Email: Jobs-GP4@labour.gov.za for Labour Centre, Kempton Park, Vereeniging, Mamelodi stationed at Delta Heights (Pretoria),
<u>POST 23/31</u>	:	<u>CLIENT SERVICE OFFICER: UIF (X88 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Kimberley Labour Centre Ref No: HR 4/4/8/126 (X10 Posts) Labour Centre: De Aar Ref No: HR/4/4/8/127 (X14 Posts) Labour Centre: Kuruman Ref No: HR 4/4/8/128 (X12 Posts) Labour Centre: Postmasburg Ref No HR4/4/8/129 (X15 Posts) Labour Centre: Springbok Ref No: HR4/4/08/130 (X14 Posts) Labour Centre: Upington Ref No: HR4/4/8/131 (X11 Posts) Labour Centre: Calvinia Ref No: HR4/4/8/132 (X16 Posts)

<u>REQUIREMENTS</u>	:	Grade 12\ Senior Certificate. No experience required. Knowledge: Unemployment Insurance Act and Regulations, Unemployment Insurance Contributions Act, Public Financial Management Act (PFMA) Protection of Personal Information Act (POPIA), Treasury Regulations, Batho Pele Principles, Department of Labour and UIF Policies and Procedures, UIF's vision, Mission and Values, Customer Care Principles, Procedures and Guidelines Skills: Interviewing, Communication (verbal and written), Listening, Computer Literacy, Customer Relations, Analytical, Time Management, Interpersonal, Telephone etiquette, on job training (operation system).
<u>DUTIES</u>	:	Provide screening services. Process applications for UIF benefits. Register payment continuation forms. Provide administrative functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Litheko Tel No: (053) 8381632
	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley
		Email: Jobs-NCKIM@labour.gov.za
		Email: Jobs-NCDEAR@labour.gov.za
		Email: Jobs-NCKUR@labour.gov.za
		Email: Jobs-NCPOS@labour.gov.za
		Email: Jobs-NCSPR@labour.gov.za
		Email: Jobs-NCUPI@labour.gov.za
		Email: Jobs-NCCAL@labour.gov.za
<u>POST 23/32</u>	:	<u>CLIENT SERVICE OFFICER: IES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre Springbok Ref No: HR/4/4/8/133 (X1 Post)
	:	Labour Centre Calvinia Ref No: HR4/4/8/134 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ Matriculation; No experience required. Knowledge: All relevant Labour Legislations and Regulations, 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, Listening, Computer Literacy, Ability to interpret legislation, Problem solving.
<u>DUTIES</u>	:	Render services at help desk as the first point of entry within the Registration Services (Daily). Resolve all complaints on IES labour legislations received from clients within the scope and dictates of the IES SOP (Daily). Render general administrative duties and participate in advocacy sessions as and when required (Daily).
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Litheko Tel No: (053) 8381632
	:	Chief Director: Provincial Operations: Private Bag X 5012, Kimberley, 8301 or hand deliver at Laboria House, C/O Pniel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley
		Email: Jobs-NCSPR@labour.gov.za
		Email: Jobs-NCCAL@labour.gov.za
<u>POST 23/33</u>	:	<u>CLIENT SERVICE OFFICER: PES (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum
	:	Labour Centre De Aar Ref No: HR/4/4/8/135 (X1 Post)
	:	Labour Centre Springbok Ref No: HR4/4/8/136 (X1 Post)
	:	Labour Centre Upington Ref No: HR 4/4/8/137 (X1 Post)
	:	Labour Centre Calvinia Ref No: HR 4/4/8/138 (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12/ National Senior Certificate; No experience required. Knowledge: All relevant Knowledge of the Departmental Policies, Procedures and Guidelines, Labour Legislations and Regulations, Employment Service Act, Public Service Act and Regulations, Batho Pele Principles. Skills: Computer Literacy, Communication, Problem solving, Interpersonal, Listening, Telephone Etiquette, Interviewing, Ability to interpret legislation.
<u>DUTIES</u>	:	Render registration services of work-seekers on ESSA. Render registration services of work and learning opportunities on ESSA. Refer work seekers for Employment Counselling services. Provide administrative support with the placement of work seekers in work and learning opportunities. Render general administrative duties and participate in advocacy sessions as and when required.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (053) 8381632

<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X5012, Kimberley, 8301 OR hand deliver at Laboria House, c/o Priel & Compound Street, Kimberley Applications: Deputy Director: Labour Centre Operations: Kimberley Email: Jobs-NCDEAR@labour.gov.za Email: Jobs-NCSPR@labour.gov.za Email: Jobs-NCUPI@labour.gov.za Email: Jobs-NCCAL@labour.gov.za
<u>POST 23/34</u>	:	<u>RECORDS ADMINISTRATORS: BENEFICIARY SERVICES (X5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Provincial Office, Gauteng but stationed at Sebokeng Labour Centre Ref No: HR 4/4/4/06/18 (X1 Post) Provincial Office, Gauteng but stationed at Pretoria Labour Centre Ref No: HR 4/4/4/06/19 (X1 Post) Provincial Office, Gauteng Ref No: HR 4/4/4/06/20 (X3 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate or equivalent. No experience required. Knowledge: National Archives Act, Batho Pele Principles, Records Management, Departmental Policies and Procedures Skills: Communication, Listening, Computer Literacy, Planning and Organizing.
<u>DUTIES</u>	:	Maintain the filing system as per the directives of the archives and records management prescripts. Sort and prepare documents for disposal processes as in line with the relevant prescripts. Perform administrative duties within the Section as and when the need arises.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PP Godongwana at 082 883 7553 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 Hand delivered at 47 Empire Road, Parktown For online applications email: Jobs-GP27@labour.gov.za , for Provincial Office, Gauteng but stationed at Sebokeng Labour Centre. For online applications email: Jobs-GP28@labour.gov.za , for Provincial Office, Gauteng but stationed at Pretoria Labour Centre. For online applications email: Jobs-GP29@labour.gov.za , for Provincial Office, Gauteng (3 posts).
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 23/35</u>	:	<u>UI CLAIMS OFFICER (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R269 499 per annum Labour Centre: Kempton Park, Gauteng Ref No: HR 4/4/4/06/21 (X1 Post) Labour Centre: Mamelodi, Gauteng Ref No: HR 4/4/4/06/22 (X1 Post) Provincial Office, Gauteng but stationed at Boksburg Labour Centre- Ref No: HR 4/4/4/06/23 (X1 Post) Parktown Provincial Office, Gauteng Ref No: HR 4/4/4/06/24 (X1 Post)
<u>REQUIREMENTS</u>	:	Trade 12/ Senior Certificate. 0 to 6 months' experience required. Knowledge: Unemployment Insurance Act, Unemployment Insurance Contributions Act, Public Service Regulation, Public Service Act, Batho Pele principles, Departmental policies and procedures, Customer care. Skills: Communication (verbal & written), Listening, Computer literacy, Customer Relations, Decision making.
<u>DUTIES</u>	:	Receive and assess all the UI Claims on the relevant system in line with the Standard Operating Procedure (SOP). Register all employers and verify the declarations of employees as per the relevant prescripts. Execute all payment of approved claims as per the set time frames. Attend to enquiries relating to all the processed claims or any other matter relating to the processing of claims. Perform Administrative duties in the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr PP Godongwana at 082 883 7553 Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 47 Empire Road, Parktown for Attention: Sub-directorate: Human Resources Management, Provincial Office: Gauteng For online applications for Labour Centre: Kempton Park, Gauteng email: Jobs-GP30@labour.gov.za For online applications for Labour Centre: Mamelodi, Gauteng email: Jobs-GP14@labour.gov.za For online applications, for Provincial Office, Gauteng but stationed at Boksburg Labour Centre, email: Jobs-GP21@labour.gov.za For online applications for Parktown Provincial Office, Gauteng, email: Jobs-GP15@labour.gov.za

<u>POST 23/36</u>	:	<u>CLAIMS CREDIT OFFICER REF NO: HR 4/4/4/06/25</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Provincial Office, Gauteng
<u>REQUIREMENTS</u>	:	Grade 12 /Senior Certificate. Zero (0) to six (6) months experience. Knowledge: Unemployment Insurance Act (UIA), Unemployment Insurance Contributions (UICA), Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Financial systems, Departmental policies and procedures, Public Finance Management Act, Treasury Regulations, Financial Management Processes and procedures. Skills: Financial Management, Communication (Verbal and written), Computer literacy, Time management, Planning and organizing, Analytical, Numeracy, Interpersonal.
<u>DUTIES</u>	:	Collect outstanding overpayments balance. Keep all overpayment Debtors records manually and electronically. Monitor the payment of benefits to clients.
<u>ENQUIRIES</u>	:	Mr PP Godongwana at 082 883 7553
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 47 Empire Road, Parktown. For online applications email: Jobs-GP31@Labour.Gov.Za
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management, Provincial Office: Gauteng
<u>POST 23/37</u>	:	<u>CLAIMS PROCESSORS (X14 POSTS)</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Randburg Labour Centre stationed at Delta Building- (Pretoria) Ref No: HR 4/4/4/06/06 (X5 Posts) Johannesburg Labour Centre Ref No: HR 4/4/4/06/07 (X4 Posts) Pretoria Labour Centre Ref No: HR 4/4/4/06/08 (X4 Posts) Kempton Park Labour Centre: stationed at Delta Building, (Pretoria) Ref No: HR 4/4/4/06/12 (X1 Post)
<u>REQUIREMENTS</u>	:	Undergraduate qualification (NQF 6) as recognised by SAQA in Public Management/ Business Management/Operations management/ Management/ HRM/ Nursing/ Law/ LLB/ BCom / Finance/ Administration. Experience in claims processing environment will be an added advantage. Knowledge: Relevant regulations, laws and legislation, claims handling, claims verification and validation, claims litigation, claims assessment. Settlement, claims finalisation, compensation Fund business strategies and goals, Directorate goals and performance requirements, PFMA and Treasury Regulations, customer service (Batho Pele Principles), Promotion of Access to Information Act, the Constitution of RSA, Occupational Health and Safety Act (OHS), Public Service Act and Regulations, Compensation for Occupational Injuries and Diseases Act (COID). Skills: claim registration, communication (written and verbal), data capturing, data & record management, excellent communication computer skills.
<u>DUTIES</u>	:	Register and acknowledge claims, prepare compensation benefits, handle claim enquiries. render administration activities.
<u>ENQUIRIES</u>	:	Dr V Mabudusha Tel No: (012) 319 1933
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or Hand delivered at 47 Empire Road, Park town Email: Jobs-GP23@labour.gov.za for Labour Centre: Randburg stationed at Delta Building, (Pretoria) Email: Jobs-GP24@labour.gov.za for Labour Centre: Johannesburg Email: Jobs-GP12@labour.gov.za for Labou Centre: Pretoria Email: Jobs-GP15@labour.gov.za for Labour Centre: Kempton Park stationed at Delta Building, (Pretoria)
<u>POST 23/38</u>	:	<u>ADMINISTRATION CLERK GAP-PRET-23521830-20250630-1</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office, Pretoria
<u>REQUIREMENTS</u>	:	Matriculation/ Grade 12/ Senior Certificate. No experience required. Knowledge: Departmental Policies and Procedures, Planning and organizing, Administration procedures, Batho Pele Principles, Interpersonal relations. Skills: Communication, Computer, Interpersonal, Analysis, Planning.
<u>DUTIES</u>	:	Control movement of document and stationery within the Sub-directorate. Render procurement support service in the Sub-Directorate ESSA

ENQUIRIES

Coordination. Render secretariat support in the Sub-Directorate. Coordinate information on human resources matters.
: Ms. P Thobejane Tel No: (012) 309 4288

APPLICATIONS

: Essa System Enquiries: Putla at 072 250 5746 or Call centre 0860 101018
: Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street. Electronically applications must be submitted online following link
<https://essa.labour.gov.za/EssaOnline/WebBeans/> follow all steps.

FOR ATTENTION

: Sub-directorate: Human Resources Operations, Head Office