

**APPLICATIONS** : 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 17/14** : **ASSISTANT DIRECTOR: HUMAN RESOURCE OPERATIONS REF NO: HR4/22/05/10HO**

**SALARY** : R382 245 per annum

**CENTRE** : Head Office, Pretoria

**REQUIREMENTS** : Three (3) year relevant tertiary qualification in Human Resources Management and Personnel Management. TWO (2) years' functional experience in Human Resources Management and two (2) years Supervisory experience. Knowledge: Public service transformation and management issues, White Paper on transformation of Public Service, Public Service Regulations and relevant prescripts, Departmental policies and procedures, Batho Pele Principles, Minimum Information Security Standard, Compensation for Occupational Injuries on Diseases Act, Occupational Health and Safety Act, Skills Development Act, Public Financial Management Act, Employment Equity Act. Skills: Planning and Organising, Computer literacy, Communication, Problem Solving, Negotiation, Event Management, Presentation, Analysis, ability to convert policy into action, People Management.

**DUTIES** : Manage the process of recruitment and selection. Manage the administration of Persal system in the Department. Manage the staff and other resources.

**ENQUIRIES** : Ms P. Mthethwa Tel No: 012 309 4549

**APPLICATIONS** : 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 17/15** : **SENIOR CLAIM ASSESSOR REF NO: HR4/4/4/11/11**

**SALARY** : R321 543 per annum

**CENTRE** : Labour Centre: Johannesburg

**REQUIREMENTS** : Grade 12 certificate and three years (3) tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM is required. 3-5 years' experience in a claims processing environment of compensation and medical claims is highly desirable plus supervisory experience. Knowledge: Compensation Fund policies, procedures and processes, Relevant Stakeholders, Human Anatomy/ Biology and Medical terminology, Customer Service (Batho Pele Principles), COID Tariffs, Public Service Charter, Approved COID Delegation, Promotion of Access to Information Act, Road Accident Fund (RAF) Act, PFMA and Treasury Regulations. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Communication (written and verbal), Data Capturing, Data and records management, Telephone Skills and Etiquette.

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

**ENQUIRIES** : Mr SS Mdluli / Dr V Mabudusha Tel No: (012) 319 1933

**APPLICATIONS** : Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001 or hand delivered at 77 De Korte Street, Braamfontein.

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

**POST 17/16** : **STATUTORY SERVICES OFFICER REF NO: HR 4/4/8/635**

**SALARY** : R321 543 per annum

**CENTRE** : Provincial Office: Free State

**REQUIREMENTS** : BPROC/ LLB/ BCOM LAW. A valid Driver's licence. 1 year in legal/ compliance environment. Knowledge: Public Services transformation and management Issues, Public Service Act, Treasury Regulations, Departmental Policies and Procedures, Corporate governance, Skill Development Act, Public Service Regulations and SDLA. Skills: Facilitation, Planning and Organising, Computer Literacy, Interpersonal, Problem Solving, Interviewing, Presentation, Analytical, Innovative and Verbal and written communication.

**DUTIES** : To plan and independently administer work referred to Statutory Services for enforcement of noncompliance under employment law. Assist the ASD: SS in the enforcement process for IES. Assist in the strategy for Statutory Services.

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|                             |   | Assists in facilitating the implementation of capacity development programmes for the inspectors in the provinces. Compile stats for the unit.  |
| <b><u>ENQUIRIES</u></b>     | : | Mr M Luxande Tel No: (051) 505 6325   |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.   |
| <b><u>POST 17/17</u></b>    | : | <b><u>MEDICAL ADJUDICATOR (PROFESSIONAL NURSE) REF NO: HR 4/4/8/640</u></b>   |
| <b><u>SALARY</u></b>        | : | Grade 1: R260 760 – R302 292 per annum, (OSD)<br>Grade 2: R320 703 – R368 307 per annum, (OSD)<br>Grade 3: R388 974 - R492 756 per annum, (OSD)   |
| <b><u>CENTRE</u></b>        | : | Welkom Labour Centre  |
| <b><u>REQUIREMENTS</u></b>  | : | 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. <b>Grade 1:</b> 2 to 9 years' experience gained after registration. <b>Grade 2:</b> 10-19 years' experience gained after registration. <b>Grade 3:</b> 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. |
| <b><u>DUTIES</u></b>        | : | 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.  |
| <b><u>ENQUIRIES</u></b>     | : | Dr Ndzuta Tel No: (051) 505 6300  |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.   |
| <b><u>FOR ATTENTION</u></b> | : | Sub-directorate: Human Resources Operations, Free State   |
| <b><u>POST 17/18</u></b>    | : | <b><u>OFFICE AID REF NO: HR 4/4/8/636</u></b>   |
| <b><u>SALARY</u></b>        | : | R124 434 per annum  |
| <b><u>CENTRE</u></b>        | : | Ficksburg Labour Centre   |
| <b><u>REQUIREMENTS</u></b>  | : | Standard 8/ Grade 10. Knowledge: Cleaning Practices. Catering. Office Practice. Skills: Interpersonal. Verbal Communication and Listening.  |
| <b><u>DUTIES</u></b>        | : | Ensure a clean office environment at all times. Provide food services aid. Assist in distributing stock. Assist with messenger functions.   |
| <b><u>ENQUIRIES</u></b>     | : | Mr L Tladi Tel No: (051) 933 2299.  |
| <b><u>APPLICATIONS</u></b>  | : | Chief Director: Provincial Operations: Private Bag X 522, Bloemfontein, 9300 or hand deliver at 43 Charlotte Maxeke Street, Bloemfontein  |

**GRADUATE INTERNSHIP PROGRAMME FOR 2022/2023 TO 2024 FINANCIAL YEAR**

*The Department of Employment and Labour, Kimberly Provincial Office would like to invite qualifying applicants to apply for Graduate Internship programme (12 months contract), for the Financial year 2022/2023 to 2024. The Graduate Programme is meant to provide work exposure to graduates in their fields of studies. The applicants must be unemployed at the Public Service, never participated in any Internship programme and must be between the age of 18-35.*

**OTHER POST**

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| <b><u>POST 17/19</u></b> | : | <b><u>INTERN: EMPLOYMENT SERVICE PRACTITIONER (X2 POSTS)</u></b> |
| <b><u>SALARY</u></b>     | : | R6, 666 per month  |
| <b><u>CENTRE</u></b>     | : | De Aar Labour Centre Ref No: HR 4/4/8/29 (X1 Post)               |