

ENQUIRIES : Ms ZW Chauke Tel No: (012) 337 1886
APPLICATIONS : 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, UIF

POST 16/29 : **ASSISTANT DIRECTOR: BOARD SERVICES AND CASE MANAGEMENT**
REF NO: HR4/4/3/2/ASDBSCM/UIF

SALARY : R382 245 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three (3) year tertiary qualification in Public Administration/ Governance/ Advanced Diploma in Governance Four (4) years' experience of which two (2) years must be functional experience in Board and Committees environment and two (2) years supervisory level. Knowledge: Public Financial Management Act (PFMA), Public Service Regulations (PSR), Public Service Act (PSA), Labour Relations Act, Promotion of Access to Information Act (PAIA), Protected Disclosure Act, Unemployment Insurance Act (UIA), Unemployment Insurance Contributions Act (UICA), Appeals Processes and Procedures Board Services Charter, Promotion of Access to Information Act (PAIA), Protected Disclosure Act. Skills: Presentation, Problem Solving, Planning and Organizing, Communication, Computer Literacy, Report Writing, Financial Management, Analytical. Facilitate investigations on national appeal cases referred by Provinces.

DUTIES : Coordinate the administration support service to the Board and Committees. Facilitate the provision of technical support on enquiries referred to the Fund e.g, Minister's Office, Public Protector, Director General and Commissioner. Manage resources (Human, Financial, Equipment/ Assets) in the Sub Directorate.

ENQUIRIES : Ms M Siyotula Tel No: (012) 337 1736
APPLICATIONS : 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, UIF

POST 16/30 : **ASSISTANT DIRECTOR: OPERATIONS SUPPORT SERVICES REF NO:**
HR4/4/3/2/ASDOSS/UIF

SALARY : R382 245 per annum
CENTRE : Unemployment Insurance Fund, Pretoria
REQUIREMENTS : Three (3) year relevant tertiary qualification in Administration / Public Management. Two (2) years functional experience in Operations environment. Two (2) years supervisory experience. Knowledge: Unemployment Insurance Act and Regulations (UIAR), Unemployment Insurance Contributions Act (UICA), Public Finance Management Act (PFMA), Public Service Regulation (PSR), Public Service Act (PSA). Skills: Communication, People Management, Listening, Computer Literacy, Time Management, Analytical, Interpersonal, Numeracy, Report Writing, Planning and Organizing.

DUTIES : Facilitate provincial operational performance. Provide operational support services in provincial offices to ensure consistency. Coordinate the implementation of new operational policies and procedures. Manage resources (Finance, Equipment, Assets) in the Sub-directorate.

ENQUIRIES : Ms NG Tshabalala Tel No: (012) 337 1508
APPLICATIONS : 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, UIF

POST 16/31 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: HR4/4/10/415**

SALARY : R382 245 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three (3) year relevant tertiary qualification in Risk Management/ Internal Auditing/ Accounting /Economics. Two (2) years Supervisory experience. Two (2) years functional experience in Risk Management/ Internal Audit. Knowledge: Public Sector Risk Management Frame, COSO Framework, King Report on Corporate Governance, Treasury Regulations, Anti fraud and

corruption policies, Criminal & Commercial Law, Labour Relations, legislations, policies and procedures. Skills: Analytical, Strategic Management, Financial Management, Facilitation, Investigations, Interviewing, People Management, Computer literacy, Time Management, Communication, Interpersonal, Presentations, Planning and organizing.

DUTIES : Implement Risk management strategies / policies and systems for the Province. Promote risk awareness culture and conduct risk assessment throughout the Department through communication and training Programmes. Establish and manage and integrated risk management framework for all aspects of risk across the Department. Manage the resources within the Risk Management Unit.

ENQUIRIES APPLICATIONS : Mr. Q Bowman Tel No: 082 901 3232
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 16/32 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT SERVICES REF NO: HR4/4/10/416**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Provincial Office: Western Cape
: Three (3) year relevant tertiary qualification in Fleet Management or equivalent in the related Field. Two (2) years Supervisory experience. Two (2) years functional experience in Fleet and / or Transport Services. Knowledge: Public Service Financial Management, Departmental policies and procedures, Project management, Intermediate Human Resources Development, General management, Strategic management, Skills Development Act, LRA, BCEA. Skills: Leadership, Facilitation, Computer literacy, Presentation, Innovative, Analytical, Verbal and written communications, People Management.

DUTIES : Provide input and implement policies pertaining licensing of Provincial vehicles. Monitor licensing disc and tracking disc for all vehicles in the Province, Monitor asset register of Departmental vehicles, Coordinate and monitor payment of fines to relevant traffic Departments. Provide support and oversee the procurement and operation of the subsidised motor transport scheme.

ENQUIRIES APPLICATIONS : Mr. Q Bowman Tel No: 082 901 3232
: Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000 or hand deliver at: Department of Employment and Labour, No.9 Long Street, Cnr Riebeeck and Long Street, Cape Town.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape

POST 16/33 : **ASSISTANT DIRECTOR: SUPPORT SERVICES REF NO: HR 4/4/8/02**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Provincial Office: Northern Cape
: Three (3) year qualification in Office Management / Administration / Public Administration. Two (2) years supervisory experience. Two years functional experience in office support environment. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relations 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: Facilitation, Planning and Organizing, Computer literacy, Interpersonal, Problem Solving, Interviewing, listening and observation, Innovative, Analytical, Verbal and written communication.

DUTIES : Perform all administration pertaining to the Inspection and Enforcement Services services. Conduct Provincial verification and audits to check if 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 Provincial Chief Inspector. Coordinate and monitor projects of the Unit. Compile reports for the complex cases that require the attention of the Provincial Chief Inspector. Attend to DG & Ministerial enquiries. Manage the resources in the Sub-Section.

ENQUIRIES APPLICATIONS : Mr IS Vass Tel No: 053 838 1702
: 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