

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 related legal as well 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: Rehabilitation skills Analytical skills, Business Writing Skills, Financial Management, Planning and Organizing, Problem Solving and Analysis, Decision Making, Client orientation and Customer Focus.

DUTIES : Coordinate early rehabilitation intervention according to beneficiaries needs. Provide early rehabilitation intervention according to beneficiaries needs. Facilitate early return to work and community re-integration programmes. Maintain relationships and empower all internal and external stakeholders.

ENQUIRIES : Mr S Mogakane Tel No: (018) 387 8100
Ms Lebogo MS Tel No: (015) 290 1662

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho
Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700

FOR ATTENTION : Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za
Human Resources Operations, Limpopo. Physical address 42A Schoeman Street Polokwane 0700. Email: Job-TZN@labour.gov.za

POST 26/19 : **UI CLAIMS OFFICER REF NO: HR 4/4/10/82**

SALARY : R208 584.per annum
CENTRE : Mafikeng Labour Centre
REQUIREMENTS :

A Grade 12 certificate with Accounting or Mathematics as a passed major subject. 0 to 6 months' experience. 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 and Written), Listening, Computer literacy, Customer relations, Decision making skills.

DUTIES : Receive and assess all the UI Claims on the relevant systems in line with the Standard Operating Procedure (SOP). Register all employees and verify the declaration of employees as per the relevant prescripts. Execute the payments 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.

ENQUIRIES : Mr S Mogakane 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

FOR ATTENTION : Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za

POST 26/20 : **INSPECTOR INSPECTION SERVICES (X3 POSTS)**

SALARY : R208 584 per annum
CENTRE : Labour Centre: Potchefstroom Ref No: HR4/4/10/76
Labour Centre: Christiana Ref No: HR4/4/10/77
Labour Centre: Kokstad Ref No: HR 4/4/5/75

REQUIREMENTS : Three years' relevant qualification in Labour Relations/BCOM Law/LLB and a valid driver's licence. Knowledge: Departmental policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act, Skills Development Levies Act, Basic Conditions of Employment Act, Unemployment Insurance Act, UI Contribution Act. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, Power Point and word processing), Interpersonal, Problem solving, Interviewing, Analytical, Verbal and written communication, 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.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
		Mr S Nggoza Tel No: (039) 727 2140
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho For Attention: Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za
		Deputy Director: Kokstad Labour Centre: PO Box 260, Kokstad, 4700 or For Attention: Sub-Section: Human Resources Management, KZN. E-mail: Jobs-KZN@LABOUR.gov.za
<u>POST 26/21</u>	:	<u>CLIENT SERVICE OFFICER: REGISTRATION SERVICES (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R208 584 per annum
	:	Labour Centre: Potchefstroom Ref No: HR 4/4/10/78
	:	Labour Centre: Brits Ref No: HR 4/4/10/79
<u>REQUIREMENTS</u>	:	Senior Certificate/ Grade 12/ Matric. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Listening, Communication, Ability to interpret legislation, Problem solving, Mediation.
<u>DUTIES</u>	:	Manage the help desk at the first port 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 and Diseases Act and Employer registration forms for COIDA.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za
<u>POST 26/22</u>	:	<u>ACCOUNTING CLERK REF NO: HR 4/4/10/82</u>
<u>SALARY CENTRE</u>	:	R173 703 per annum
	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent certificate. No experience required. Knowledge: Public Finance Management Act (PFMA), Treasury Regulations, Financial prescripts and manuals, Batho Pele Principles, Departmental Policies and Procedures. Skills: Planning and organising, Computer literacy, Communication, Problem solving, accounting analysis.
<u>DUTIES</u>	:	Compile and capture all financial transactions for the whole Province on financial transversal system (e.g. BAS, Logis, Persal and safety-net). Render proper record keeping of for future reference. Provide support in monitor budget processes for the Province. Administer Petty cash adherence to petty cash guideline. Clear suspense accounts and unallocated accounts.
<u>ENQUIRIES</u>	:	Ms N Litheko Tel No: (018) 387 8100
<u>APPLICATIONS</u>	:	Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735 or hand delivery to 2 nd Floor, Provident House, University Drive, Mmabatho
<u>FOR ATTENTION</u>	:	Sub-directorate: Human Resources Management. Email: Jobs-NW@labour.gov.za
<u>POST 26/23</u>	:	<u>ACCOUNTS AND BOOKING CLERK REF NO: HR 4/4/10/81</u>
<u>SALARY CENTRE</u>	:	R173 703 per annum
	:	Provincial Office: Mmabatho
<u>REQUIREMENTS</u>	:	Grade 12 with passed Commercial Subjects (Business Management, Economics and Accounting) or with equivalent Certificate. No experience required. 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: Facilitation, Computer literacy, Presentation, Innovative, Verbal and written communication skills.