

- DUTIES** : Provide inputs into the development of Electrical Engineering Policies and ensure the implementation of OHS Strategy for the Department of Employment and Labour in terms of OHS legislation. Conduct complex inspections for Electrical Engineering regularly as per OHS Programme. Conduct technical research on the latest trends of Electrical Engineering in terms of occupational health and safety. Provide support for enforcement action, including preparation of reports for legal proceedings.
- ENQUIRIES APPLICATIONS** : Mr. M Luxande Tel No: (051) 505 6325  
: Chief Director: Human Resources Management: Private Bag X 522, Bloemfontein, 9300 or hand deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. Email: Jobs-FS2@labour.gov.za
- POST 36/57** : **SENIOR ADMINISTRATION OFFICER (CLAIMS PROCESSOR) REF NO: HR 4/4/6/71**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum  
: Labour Centre Modimolle  
: Three-year qualification in Public Management / Administration / Social science / OHS / Finance / HRM with two years functional experience in a claims processing environment of compensation or medical claims. Knowledge: Department of Labour and Compensation Fund objectives and business functions, Management functions and management skills, Compensation fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Human anatomy/Biology and medical terminology, Stakeholders and customers, Customer service (Batho Pele Principles), Required Information Technology knowledge, Information Technology Operating systems, Risk awareness, Compensation for Occupational Injuries and Disease Act, Regulations and Policies, COIDA tariffs, Compensation Fund Service. Skills: Required Technical Proficiency, Numeracy, Business Writing Skills, Required IT Skills, Fund IT operations Systems, Data Capturing, Data and records management, Telephone skills and Etiquette.
- DUTIES** : Administer claims registration process. Adjudicate registered customer claims. Prepare for payment of claims. Quality Assurance for medical / accounts payments. Serve as a Team leader / Supervisor.
- ENQUIRIES APPLICATIONS** : Ms TE Maluleke Tel No: 015 290 1768  
: Chief Director: Provincial Operations: Private Bag X 9368, Polokwane, 0700 Or hand deliver at 42a Schoeman Street, Polokwane. Email: Job-MOD@labour.gov.za
- POST 36/58** : **SUPERVISOR: COID CLIENT SERVICES (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R316 791 per annum  
: Rustenburg Labour Centre Ref No: HR 4/4/10/13  
: Klerksdorp Labour Centre Ref No: HR 4/4/10/14  
: Three (3) year tertiary qualification in Customer Services/ Management/ Customer Relations/ Contact Centre Management/ Office Administration Management/ Communication/ Marketing. Two year's functional experience in Customer care/ client services environment. Knowledge: Public Service Regulation, All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Batho Pele Principles, Knowledge of the Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic interpersonal skills, Listening skills, Communication skills, Ability to interpret legislation, Telephone etiquette, Mediation.
- DUTIES** : Monitor and oversee the help desk as the first point of the entry within the COID Service. Facilitate customer driven quality workflow processes. Coordinate and ensure quality resolution of queries Management of resources. Attend all queries regarding legislation and follow up on pending queries.
- ENQUIRIES APPLICATIONS** : Mr UT Qambata Tel No: (018) 387 8195  
: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho, 2735, or hand delivery to 2nd Floor, Provident House, University Drive, Mmabatho. Email: Jobs-NW@labour.gov.za
- POST 36/59** : **SENIOR ADMINISTRATION OFFICER: PENSION ADMINISTRATOR REF NO: HR 4/4/10/15**
- SALARY** : R316 791 per annum