

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.

- APPLICATIONS** : Chief Director: Corporate Services: P O Box 955, Pretoria, 0001 or hand deliver at 167 Thabo Sehume & Madiba Street, Delta Heights Building or Direct Your Applications to: Jobs-CF27@labour.gov.za
- FOR ATTENTION** : Sub-directorate: Human Resources Planning Practices and Administration, Compensation Fund.
- CLOSING DATE** : 14 August 2024
- NOTE** : All attachments for on line application must including Z83 be in PDF and in one (1) file, 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. Failure to do so, your application will be disqualified. Instruction: 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 application for employment form must be fully completed, initialled and signed by the applicant. Failure to fully complete, initial and sign this form may 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. Only a recently updated comprehensive CV (with detailed previous experience) is required. The questions related to conditions that prevent re-appointment under Part F must be answered. 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. Foreign qualification must be accompanied by an evaluation report issued by the South African Qualification Authority (SAQA) (only when shortlisted). Applicants who do not comply with the above-mentioned instruction/ requirements, as well as applications received late will not be considered. The Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within eight (8) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record, citizenship, credit record checks, qualification verification and employment verification). The Department reserves the right not to make any appointment(s) to the above post. The successful candidate will be expected to sign 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)

DEVELOPMENTAL PROGRAMME (STRUCTURED YOUTH DEVELOPMENT AND GRADUATE INTERNSHIP PROGRAMMES) FOR THE FINANCIAL YEAR 2024/2025 TO 2026

- NOTE** : The Department of Employment and Labour (Compensation Fund) would like to invite qualifying applicants to apply for Developmental Programmes (Structured Youth Development and Graduate Internship programme) for the financial year 2024/25. The Developmental Programmes are meant to provide work exposure to graduates and undergraduates for the period of twenty (24) months and the applicants must be unemployed, never participated in the Developmental programme previously and must be between the age of 18-35.

OTHER POSTS

<u>POST 27/01</u>	:	<u>ANTI-CORRUPTION AND INTEGRITY MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/91 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Forensic Investigation/Law/Accounting/Auditing.
<u>DUTIES</u>	:	Assist with Investigation services related to fraud, corruption and other related misconduct in the fund as per the Anti-fraud and Corruption strategies and other fraud and corruption policies.
<u>ENQUIRIES</u>	:	Ntanganeseni Tshivhase/ Lusani Thanyani Tel No: (012) 406 5626
<u>POST 27/02</u>	:	<u>ANTI-CORRUPTION AND INTEGRITY MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/92 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year tertiary qualification in Risk Management/ Forensic Audit/Criminal/Forensic Accounting/ Commerce.
<u>DUTIES</u>	:	Assist in fraud risk management process. Assist in maintaining fraud risk registers of the fund and case management. Assist in the implementation of recommendation.
<u>ENQUIRIES</u>	:	Frans Leduka/ Nomasonto Mashinini at 082 312 8802
<u>POST 27/03</u>	:	<u>COMMUNICATION AND STAKEHOLDER MANAGEMENT: INTERNSHIP: REF NO: HR 5/1/2/3/93 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>REQUIREMENTS</u>	:	National Diploma in Marketing/ Public Relations or Journalism
<u>DUTIES</u>	:	Perform communication, marketing and stakeholder related duties. Write articles, brand venue, organise events, arrange meetings with provinces, attend to filling for the Directorate, arrange attendance register and man the registration table. Perform logistical duties prior campaigns and travel arrangement.
<u>ENQUIRIES</u>	:	Dumisa Dlamuka at 082 312 8802
<u>POST 27/04</u>	:	<u>COMPENSATION BENEFITS: INTERNSHIP REF NO: HR 5/1/2/3/94 (X2 POSTS)</u> Branch: Employer Services
<u>STIPEND</u>	:	R7 450.62 per month
<u>REQUIREMENTS</u>	:	National Diploma/ Degree Maths & Science
<u>DUTIES</u>	:	Directors Office data analysis duties.
<u>ENQUIRIES</u>	:	Takalani Mudzunga Tel No: (012) 199 334
<u>POST 27/05</u>	:	<u>COMPENSATION BENEFITS: INTERNSHIP REF NO: HR 5/1/2/3/95</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/ Degree Office Admin/ Public Management
<u>DUTIES</u>	:	Directors office Administrative work.
<u>ENQUIRIES</u>	:	Takalani Mudzunga Tel No: (012) 199 334
<u>POST 27/06</u>	:	<u>COMPENSATION BENEFITS: INTERNSHIP REF NO: HR 5/1/2/3/96 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	National Diploma Public Management
<u>DUTIES</u>	:	Processing of claims duties.
<u>ENQUIRIES</u>	:	Takalani Mudzunga Tel No: (012) 199 334

<u>POST 27/07</u>	:	<u>COMPENSATION BENEFITS: (PENSION PAYMENT): INTERNSHIP REF NO: HR 5/1/2/3/97 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	National Diploma Financial Accounting/ Auditing
<u>DUTIES</u>	:	Processing of pension benefits transactions
<u>ENQUIRIES</u>	:	Mbali Ndlovu at 060 863 325
<u>POST 27/08</u>	:	<u>COMPENSATION BENEFITS: (EXEMPTED EMPLOYERS): INTERNSHIP REF NO: HR 5/1/2/3/98 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/ Degree Maths and Science
<u>DUTIES</u>	:	Processing of claims duties
<u>ENQUIRIES</u>	:	Patience Mphahlele Tel No: (012) 406 5807
<u>POST 27/09</u>	:	<u>COMPENSATION BENEFITS: (PRIVATE EMPLOYER): INTERNSHIP REF NO: HR 5/1/2/3/99 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	National Diploma Public Management/Internal Auditing/ Project Management.
<u>DUTIES</u>	:	Claim processing. SCSF project duties
<u>ENQUIRIES</u>	:	Melinda Visagie/Lebone Moagi Tel No: (012) 319 9334
<u>POST 27/10</u>	:	<u>CHIEF OPERATION OFFICE: INTERNSHIP REF NO: HR 5/1/2/3/100</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	National Diploma in Office Administration or equivalent qualification
<u>DUTIES</u>	:	Provide a receptionist support to the unit including diary management for the Chief Director. Render a secretariat service for the office of the Chief Director daily. Assist in monitoring and maintaining the budget including the supply chain for the OCOO/Chief Director. Facilitate and coordinate all logistical and resource requirements of the OCOO. Provide management information and records management services in the OCOO. Track and monitor projects tasks within the Chief Directorate.
<u>ENQUIRIES</u>	:	Palesa Mudau/Nontombi Higa Tel No: (012) 406 5608
<u>POST 27/11</u>	:	<u>CUSTOMER CARE: INTERNSHIP REF NO: HR 5/1/2/3/101 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	National Diploma Contact Centre Management and National Diploma in Public Management/ National Diploma Business Management.
<u>DUTIES</u>	:	Receive and process incoming calls. Conduct basic back-office functions. Handle outgoing calls (Outbound). Maintain employer's database. Perform continuous process improvements. Handle electronic enquiries Evaluate the quality of the calls received and provide advice on Standard Operational Measures
<u>ENQUIRIES</u>	:	Wehlemina Singo Tel No: (012) 319 9140
<u>POST 27/12</u>	:	<u>CUSTOMER CARE: INTERNSHIP REF NO: HR 5/1/2/3/102 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	B. National Diploma contact centre Management and National Diploma in Public Management/ Business Management.
<u>DUTIES</u>	:	Attend to public enquiries. Make effective of integrated information systems. Perform continuous process improvement.
<u>ENQUIRIES</u>	:	Evelyn Mokgalapa Tel No: (012) 319 9140
<u>POST 27/13</u>	:	<u>CUSTOMER CARE: INTERNSHIP REF NO: HR 5/1/2/3/103 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month

<u>CENTRE REQUIREMENTS</u>	:	Compensation Fund Pretoria
	:	National Diploma Contact centre Management/ Public Management/ Business Management.
<u>DUTIES</u>	:	Process escalated queries received from telephone calls, faxes and e-mail. Make effective use of the integrated information system. Perform continuous process improvement.
<u>ENQUIRIES</u>	:	Wehlemina Singo Tel No: (012) 319 140
<u>POST 27/14</u>	:	<u>HUMAN RESOURCE DEVELOPMENT & PERFORMANCE MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/104 (X4 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE REQUIREMENTS</u>	:	Compensation Fund Pretoria
	:	National Diploma/ Degree in Human Resources Management/Development/ Management of training.
<u>DUTIES</u>	:	HRD: Assist to develop the WSP. Coordinate training interventions, administer bursaries and youth development programmes, Coordinating departmental orientation and CIP. Data capturing and maintain the HRD records system. Performance Management: Verify online received performance agreement for salary level 1-12, issue out request and reminder for probations report, capture all received quarterly probations on PERSAL, compile and route online probation submission for salary levels 1-12 updating the probation scoresheet, updating scoresheet on new appointment, arrange to enquiries and request related to PMDS, print service records for all assessed officials, capture performance incentives.
<u>ENQUIRIES</u>	:	Tshepo Ragoja/Vincent Chauke at 069 310 1163/ 082 040 4489
<u>POST 27/15</u>	:	<u>HRPPA: INTERNSHIP REF NO: HR 5/1/2/3/105 (X4 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE REQUIREMENTS</u>	:	Compensation Fund Pretoria
	:	Diploma NQF level 6 or 7 qualification in Human Resource Management/ Public Administration/ Industrial Psychology or BCOM: HRM.
<u>DUTIES</u>	:	Assist on development of Human Resource plan, maintenance of HR records, Recruitment and Selection Activities (Shortlisting, Interviews, Pre-employment Screening) and Conditions of service activities.
<u>ENQUIRIES</u>	:	Sentsho Thamaga/ Shumani Radzuma/ Anel Nel/ Lerato Mashishi/ Pulane Hans Tel No: (012) 406 5723
<u>POST 27/16</u>	:	<u>EMPLOYMENT RELATIONS: INTERNSHIP REF NO: HR 5/1/2/3/106 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE REQUIREMENTS</u>	:	Compensation Fund Pretoria
	:	National Diploma in Labour Relations /B –Tech in Labour Relations
<u>DUTIES</u>	:	Receiving and recording of grievance and misconduct cases, opening of misconducts and grievance files, record keeping and arranging of grievance disciplinary hearing and advocacy sessions venue and observe any issue related ER.
<u>ENQUIRIES</u>	:	Nancy Phetla at 082 7361 655
<u>POST 27/17</u>	:	<u>BOARD AND CORPORATE SECRETARIAT: INTERNSHIP REF NO: HR 5/1/2/3/107</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE REQUIREMENTS</u>	:	Compensation Fund Pretoria
	:	Three-year qualification in Public Management/ Public Administration/ Office Administration/ Commercial Law/Office Management/Business Management and Administration management.
<u>DUTIES</u>	:	Assist in render administrative support to the sub-directorate. Assist with logistics arrangement for sub-directorate. Render an effective filling and record management service. Render secretariat support service for the sub-directorate staff meeting. Prepare meeting packs. Coordinate sub directorate staff meeting. Assist with procurement of goods and services for sub-directorate. Coordination of travel e.g. organising GG/Shuttle and compiling S&T claims for officials within the sub-directorate. Assist with daily filling of admin and meeting documents. Management and issuing of stationery.

ENQUIRIES : Stephan Mantu Tel No: (012) 319 9457

POST 27/18 : **PMO:(CORE PROJECTS AND SUPPORT PROJECTS): INTERNSHIP REF NO: HR 5/1/2/3/108 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year qualification in IT environment, or Business management, or Public Administration, project management accredited qualification.

DUTIES : Perform project roles. Update project managers on each project status. Benchmark project management practices and advise accordingly. Work with other business unit with regards to projects coordination. Understanding of project documentations and ensuring that correct and updated documents are loaded on PMO-Y- drive accurately. Coordinate project meeting and take project committees minutes and agenda. Update project schedules, templates and reports accordingly.

ENQUIRIES : Okuhle Mpumlwa at 060 976 4947

POST 27/19 : **ICT OFFICE: INTERNSHIP REF NO: HR 5/1/2/3/109 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma (NQF 6): Public Admin/ Public Management/ Office Management and Technology.

DUTIES : Coordinating meetings. Minutes and report writing. Manage manager's diary. Prepare and send invoices. Handle travel logistics.

ENQUIRIES : Precious Mokoka Tel No: (012) 40065 830

POST 27/20 : **BUSINESS ANALYSIS INTERNSHIP REF NO: HR 5/1/2/3/110 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma/ B-Degree in ICT/Informatics/ Computer Science or related.
DUTIES : Resources allocated per business unit to do: SAP Functional analysis. SAP Quality assurance. SAP system reports. Validation of training material on SEN tool. General ICT administration.

ENQUIRIES : Precious Mokoka at 079 086 1337

POST 27/21 : **ICT IMPLEMENTATION: INTERNSHIP REF NO: HR 5/1/2/3/111 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma/ B-Degree in ICT/Informatics/ Computer Science or related
DUTIES : Resources allocated per business unit to do: SAP Functional analysis. SAP Quality assurance. SAP system reports. Validation of training material on SEN tool. General ICT administration.

ENQUIRIES : Nthabeleng Lengolo at 079 086 1337

POST 27/22 : **INFORMATION AND KNOWLEDGE MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/112 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma (NQF6): Information Technology/Informatics/Data Science/ Computer Science/Computer Systems/Statistics with SOL database exposure.

DUTIES : Data Loading. Data extraction using tools and SQL. Data enhancement and analysis. Data cleansing exercise. General ICT administration.

ENQUIRIES : Makgabo Kgomo Tel No: (012) 406 5830

POST 27/23 : **DESKTOP: INTERNSHIP REF NO: HR 5/1/2/3/113 (X3 POSTS)**

STIPEND : R7 450.62 per month
REQUIREMENTS : National Diploma (NQF6): Information Technology/Computer Science/Information System.

DUTIES : Allocation of ICT assets (Computers, Printers, Computer peripherals etc). Troubleshooting hardware, network connection and software issues. Software

	:	installations and updates. Replace parts as in when required. Maintain ICT assets and register. General ICT administration.
<u>ENQUIRIES</u>	:	Makgabo Kgomo Tel No: (012) 406 5830
<u>POST 27/24</u>	:	<u>IT PROJECT MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/114 (X2 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	A three-year qualification (NQF Level 6) in Information technology/IT Project Management/Business Management/Business Management. Knowledge of MS Project will be advantages.
<u>DUTIES</u>	:	Providing project administration and project co-ordination support. Sort and organise all project documentation e.g. sign-offs, etc. Maintain and manage all project related files of customers. Assist in the logistics of preparing of stakeholder engagement. Support the stakeholder management team with the updating of core project materials. Support the implementation of communications and stakeholder engagement plan. General ICT administration.
<u>ENQUIRIES</u>	:	Nthabeleng Lengolo at 079 086 1337
<u>POST 27/25</u>	:	<u>INTERNAL CONTROL: INTERNSHIP REF NO: HR 5/1/2/3/115 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/ B-Tech Internal Audit/Cost and Management Accounting/ Degree in Accounting Science.
<u>DUTIES</u>	:	Audit coordination duties, claim losses and financial misconduct duties provide administrative support to the component. Conduct quality investigative work in line with applicable investigation standard and other relevant laws and regulations in terms of irregular, unauthorised and fruitless and wasteful expenditures. Check compliance in relation to financial controls. Prepare monthly, quarterly and annual reporting on irregular, fruitless and wasteful expenditure to national treasury. Assist in the development and maintenance of policies and procedures on asset losses. Coordinate and monitor internal and external audit process within the department. Assist in the reduction of the percentage of assets losses in the department by identifying risks and mitigations thereof. Coordinate internal and external audit and liaise with the AGSA and other stakeholders. Liaise with management and collate and compile their response with respect to all related audit request.
<u>ENQUIRIES</u>	:	Hazel Molea at 066 599 8053
<u>POST 27/26</u>	:	<u>ORGANIZATIONAL EFFECTIVENESS: BUSINESS PROCESS AND QUALITY IMPROVEMENTS: INTERNSHIP REF NO: HR 5/1/2/3/116 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	National Diploma/ B-Tech in Industrial Engineering/Operations Management
<u>DUTIES</u>	:	Business process and quality improvement functions: developing and reviewing standard operating procedures (SOP) Business process mapping. Process conformance administration of projects inventory list.
<u>ENQUIRIES</u>	:	Matome Makgoba/Netshedzo Mahada at 076 450 1423/083 706 5618
<u>POST 27/27</u>	:	<u>ORGANIZATIONAL EFFECTIVENESS: CHANGE MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/117 (X3 POSTS)</u>
<u>STIPEND</u>	:	R7 450.62 per month
<u>CENTRE</u>	:	Compensation Fund Pretoria
<u>REQUIREMENTS</u>	:	Three-year qualification on Industrial Psychology, Management Services/Human Resources Management.
<u>DUTIES</u>	:	Provide support to change projects within the Fund. Provide support in co-ordinating the implementation of change management process and admin service. Provide support to the development and implementation of change management strategies. Provide support in analysing data.
<u>ENQUIRIES</u>	:	Khauhelo finger at 076 450 1423/083 706 5618

POST 27/28 : **ORGANIZATIONAL DESIGN & JOB EVALUATION: INTERNSHIP REF NO: HR 5/1/2/3/118 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year qualification in Management services/Production Management/ Work study/ Operation Management/ Public Management (or Administration)/ Business Management (or Administration)/ Human Resources Management plus Management services certificate or applied organisational development programme.

DUTIES : Render support with regard to provisioning of secretariat services for various OD&JE Committees. Ensure maintenance of the fund functional organisational structure. Analyse and evaluate jobs in the fund using the prescribed job evaluation systems. Develop and review job profiles.

ENQUIRIES : Petronell Maluleke/Obakeng Motsepe at 066 371 71 777

POST 27/29 : **OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO): INTERNSHIP REF NO: HR 5/1/2/3/119 (X1 POST)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma/ Degree in Public Administration/Management/Office Administration/Developmental studies/Social Science.

DUTIES : Provide a secretarial/ receptionist support service to the office of the CFO. Perform advanced typing work. Operates and ensures that office equipment, e.g fax machines and photocopies are in good working order. Record the engagement of the CFO. Utilizes discretion to decide whether to accept/ decline or refer to other employers request for meetings, based on the assessed importance and urgency of the matter. Compile realistic schedule for appointment. Render administrative support service. Ensure the effective flow of information and documents to and from the office of the CFO. Ensure the safe keeping of all documentation in the office of the CFO in line with relevant legislation and policies. Obtain inputs, collates and compile reports, e.g: progress reports, monthly reports and management reports. Scrutinizes routine submissions/ reports and make notes and/ or recommendations for the CFO. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Does filling of documents for the CFO and the unit where required. Collect analyses and collates information requested by the CFO. Ensure that travel arrangement are well coordinated. Prioritized issues in the office.

ENQUIRIES : Bonisile Mankwali Tel No: (012) 406 5606

POST 27/30 : **FINANCIAL CONTROL: ACCOUNTS PAYABLE CLAIMS: INTERNSHIP REF NO: HR 5/1/2/3/120 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma/ Degree in Finance/Accounting
DUTIES : Verifying medical, compensation and pension. Check supporting documents. Check fraudulent claims. Check if invoice has not been paid previously by doing a reconciliation of payment. Check for duplicate invoice. Identify unauthorised and fraudulent transaction. Electronic and manual filling. E-Mail remittances and payment listing to internal and external clients. Stop children monthly pension when they reach 18 years. Verification f S.A citizenship ID with Home Affairs. Daily monthly reconciliation. Check that documents have a compiler, review and approver.

ENQUIRIES : Sibusiso Tshabalala/Rofhiwa Ratshivhadelo Tel No: (012) 319 9142

POST 27/31 : **FINANCIAL CONTROL: ACCOUNTS PAYABLE PROCUREMENT: INTERNSHIP REF NO: HR 5/1/2/3/121 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma/ Degree in Finance/Accounting
DUTIES : Capturing of SCM and sundry invoices on SAP. Verifying S&T claims on smart Gov. Performing monthly supplier recons. Scanning of payment vouchers and saving them on y drive.

ENQUIRIES : Nicholas Ludere Tel No: (012) 406 5721

POST 27/32 : **FINANCIAL CONTROL: (BUDGET): INTERNSHIP REF NO: HR 5/1/2/3/122 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma/ Degree in Public Finance or Financial Management
DUTIES : Compiling monthly expenditure reports. Budget verification and allocations. Filling of budget related records. Attending to internal customer's daily queries. Processing of funds shifting forms.

ENQUIRIES : Fhumulani Ramahana/Vinolia Modise Tel No: (012) 406 5614

POST 27/33 : **ORTHOTICS AND PROSTHETICS: (BUDGET): INTERNSHIP REF NO: HR 5/1/2/3/123 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year qualifications in Public Management (or Management/ Commerce/Business Administration (or Management)/ Office Management and Technology/ Office Administration and related qualifications.
DUTIES : Assist in implementing the priority administration project for the Orthotics programme, perform secretarial duties and render effective administrative support services, liaise with Management to provide required information and data; consolidate monthly reports and reconciliation. Work with confidential documents and ensure safe record keeping thereof, assist filling (manually and electronically), typing, photocopying, scanning etc. In addition, assist in implementing and reporting activities related to Orthotics claims outreach and stakeholder engagement.

ENQUIRIES : L Makgahlela /C Mamakoko Tel No: (012) 406 5723

POST 27/34 : **REHABILITATION AND REINTEGRATION DIRECTORATE: INTERNSHIP REF NO: HR 5/1/2/3/124 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Bachelor's degree in Social work
DUTIES : Assist with and assess home circumstance for the rehabilitated employees. Identify any financial concerns the counselling service to rehabilitated employees' and family members to ensure readiness for the rehabilitated family member/employee. Assist with providing a support group in the rehabilitated employees environment and reintegrated them. Conduct case management of complex cases. Provide inputs in the availability of education training manuals for beneficiaries'/ support structures (family, peers, friend.)

ENQUIRIES : P Mpahla/Mtotoba/L Boshielo at 082 889 7178/082 886 8502/082 889 7370

POST 27/35 : **VOCATIONAL REHABILITATION DIRECTORATE: INTERNSHIP REF NO: HR 5/1/2/3/125 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : Three-year qualification in public Management (or Management)/ Commerce / Business Administration (or Management)/ Training and Development related qualification.
DUTIES : Assist in the implementation of the priority project to ensure successful delivery of vocational Rehabilitation Programme. Liaise with management for the provision of required information and data. Assist in the implementation of the vocational Rehabilitation programme outreach. Perform secretarial duties and render effective administrative support services.

ENQUIRIES : M Chakalane; K Mashubu K/L Fani Tel No: (012) 319 9142

POST 27/36 : **MEDICAL SERVICES; MEDICAL BENEFITS UNIT: INTERNSHIP REF NO: HR 5/1/2/3/126 (X3 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria

REQUIREMENTS : National Diploma in IT, B-Tech Auditing/Project Management/Bcom Stats/Honours.

DUTIES : Admin support to Medical Services (MS). Collate monthly stats by way of spreadsheets from Provinces follow up on outstanding information, validate the information (POE) provided by the provinces as per approved SOP's train on how to use comp easy system (MS and claims) and train others, be the secretariat during meetings when the secretary is unavailable, be computer literate (word, email, excel & PowerPoint) be able to prepare presentation for MS when required.

ENQUIRIES : Farai Masukume at 064 889 6643

POST 27/37 : **RISK MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/127 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma in Risk Management/Internal Audit/BCom/LLB
DUTIES : Risk management, compliance and Business continuity functions.
ENQUIRIES : Samuel Mazomba Tel No: (012) 375 7711

POST 27/38 : **STRATEGIC PANNING, POLICY COORDINATION, MONITORING AND EVALUATION (SPPM&E): INTERNSHIP REF NO: HR 5/1/2/3/128 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma/ Bachelor Degree in Political science/International Relations/ Public Policy or Master of Public Administration.
DUTIES : Update policy database. Provide inputs on the development and review policies. Analyse policies. Monitoring the Directorate performance information. Draft monthly and quarterly reports.
ENQUIRIES : Tsumbedzo Tshirado Tel No: (012) 406 5710

POST 27/39 : **INFORMATION SECURITY: INTERNSHIP REF NO: HR 5/1/2/3/129 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma in Information Technology/Computer Science
DUTIES : Conduct vetting and pre-employment screening. Conduct after hours' inspections. Facilitating classification of record. Conduct POPIA and Information security awareness.
ENQUIRIES : Twana Makubela/Emmanuel Motlhake Tel No: (012) 319 5686

POST 27/40 : **PHYSICAL SECURITY: INTERNSHIP REF NO: HR 5/1/2/3/130**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma in Security Risk Management/ PSIRA Grade C and Basic Computer literacy.
DUTIES : Administration/secretarial/Office management duties for the physical security office.
ENQUIRIES : Lawrence Selala/Constance Mnguni Tel No: (012) 319 9211

POST 27/41 : **FACILITIES MANAGEMENT: INTERNSHIP REF NO: HR 5/1/2/3/131**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma in Office Administration/Secretarial/Office Management/Equivalent qualification.
DUTIES : Administration/secretarial/Office management duties for the facilities office
ENQUIRIES : Matshwenyego Mokau Tel No: (012) 319 9198

POST 27/42 : **AUXILIARY SERVICES: INTERNSHIP REF NO: HR 5/1/2/3/132 (X2 POSTS)**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma in Records Management or Archival studies

DUTIES : Filing, retrieval of file, handling of income and outgoing mails.
ENQUIRIES : Mhloti Gwabaza/Jerome Morris Tel No: (012) 319 9429/076 125 5845

POST 27/43 : **OFFICE OF THE DIRECTOR SUPPORT SERVICES: INTERNSHIP REF NO:
HR 5/1/2/3/133**

STIPEND : R7 450.62 per month
CENTRE : Compensation Fund Pretoria
REQUIREMENTS : National Diploma in Office Administration/ Secretarial/Office
Management/Equivalent qualification.

DUTIES : Administration/secretarial/office management duties in the office of the Director
Support Services.
ENQUIRIES : Mosotho Motsamai/AK Pillay Tel No: (012) 319 9364/076 125 5845.