

**Post:** Admin Clerk: Legal Administration

**Centre:** Provincial office: Limpopo

**Reference no:** HR 4/4/6/57

**Salary:** Commencing: R142 461 per annum

**Enquiries:** Mr SS Mdluli, Tel: (015) 290 1699

**Requirements:** Senior Certificate (Grade 12). Computer literacy and application of MS Office. One to two years relevant experience in administration. **Knowledge:** • Department of Labour and Compensation Fund objectives and business function • Directorate goals and performance requirements • Relevant Fund policies, procedures and processes • Stakeholders and customers • Customer Service (Batho Pele Principles) COIDA Act. **Skills:** Data capturing • Data and records management • Telephone skills and etiquette • Verbal and written.

**Duties:** Liaise with provinces and labour centres in respect of the provision of required information • Manage correspondence and documentation • Render effective administrative support services

**CLOSING DATE FOR APPLICATIONS: 24 October 2016**

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at [www.gov.za/documents](http://www.gov.za/documents). The fully completed and signed form Z83 should be accompanied by a recently updated, comprehensive CV as well as recently certified copies of all qualification(s) including a Senior Certificate and ID-document [Driver's license where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of their Permanent Residence Permits to their applications. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Applicants who do not comply with the above-mentioned requirements, as well as applications received late, will not be considered. The Department does not accept applications via fax or email. 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). Where applicable, candidates will be subjected to a skills/knowledge test. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of 12 months. 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 of Labour is an equal opportunity affirmative action employer. The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan.

**Applications:** Chief Director: Provincial Operations: Private Bag X 9368 Polokwane 0700,  
Physical address 42A Schoeman street Polokwane

**For Attention:** Sub-Directorate: Human Resources Operations, Limpopo Provincial Office