

Post: Administration Clerk: Anti-Fraud and Anti-Corruption (SR 5)

Centre Unemployment Insurance Fund: Pretoria

Reference No: HR 4/4/3/1ACFC/UIF

Salary per annum: Commencing: R 142 461.00 per annum

Enquiries: Mr GS Phoshoko Tel: (012) 337 1978

Requirements: Grade 12 Certificate. 0-6 months relevant experience
Knowledge: • Public Financial Management Act (PFMA) • Unemployment Insurance Act (UIA) • Unemployment Contributions Act (UICA) • Promotion of access to information Act (PAIA) • Public Service Regulations (PSR) • Public Service Act (PSA)
Skills: • Analytical and Creativity • Planning and Organizing • Communication • Computer Literacy • Report Writing

Duties: • Administer the investigation process on fraud and corruption activities • Provide an effective case administration • Provide logistical arrangements in the Section.

CLOSING DATE FOR APPLICATIONS: 22 August 2016 at 16:00

Applications must be submitted on form Z83, obtainable from any Public Service Department or on the internet at 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), academic records including a Senior certificate and ID-document [Driver's license where applicable]. The certification must be within three (3) months as at the advert closing date. 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. 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. 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: Human Resources Management: P O Box 1851, Pretoria, 0001

For Attention: Sub-directorate: Human Resources Management, UIF

Email: UIFRecruitment@labour.gov.za