

Post: Principal Medical Officer: Occupational Diseases (Medical Officer Grade 3)

Centre: Compensation Fund, Pretoria

Reference No: HR 5/1/2/3/99

Salary: Commencing: R910 716.00 – R1 138 605.00 (OSD)

Enquiries Ms P Sihlangu, Tel: (012) 319 9429

Requirements: MBCHB Degree or relevant qualifications • DOH (Diploma in Occupational Health) is desirable • Registration as physician with the South African Medical and Dental Council • Four to Six years appropriate experience gained after registration. **Knowledge:** Public Service, DoL and Compensation Fund business strategies and goals • Directorate goals and performance requirements • Compensation Fund Services • Compensation Fund Value Chain and business processes • Public Service, DoL and Fund regulations, policies and procedures • Relevant stakeholders • Customer Services (Batho Pele Principles) • Fund Values • Required IT knowledge • Fund IT Operating Systems • DPSA guidelines on COIDA • Technical knowledge. **Skills:** • Required Technical Proficiency/ Medical skills • Business Writing skills • Required IT skills • Strategic Leadership • Financial Management • Change Management • Knowledge Management • Service Delivery Innovation (SDI) • Planning and Organizing • Problem Solving and Analysis • Decision Making • Accountability • People Management and Empowerment (including developing others) • Client Orientation and Customer Focus • Communication • Work Ethic and self-management • Risk Management and Corporate Governance • Environmental Awareness.

Duties: Research and monitor occupational disease trends • Stakeholder management with respect to advances and research on occupational diseases • Provide advice as a medical provider • Manage the sub-directorate.

**CLOSING DATE FOR APPLICATIONS: 12 December 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](http://www.gov.za/documents). The fully completed and signed Z83 form 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 [Driving 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. 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:** Acting Chief Director: Corporate Support: P O Box 955, Pretoria, 0001 Or hand deliver at 473 Stanza Bopape, Benstra Building, Arcadia

**For Attention:** Sub-directorate: Human Resources Planning, Practices and Administration, Compensation Fund