

Dept of Health: Nursing Traineeship Programme 2019

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CLOSING DATE: 24 AUGUST 2018

DURATION: 4 YEARS

Reference No: KZNCN 2 / 2018)

APPLICATIONS ARE INVITED FOR NURSE TRAINING FOR THE YEAR 2019

**DIPLOMA IN NURSING (GENERAL, PSYCHIATRIC, COMMUNITY) AND
MIDWIFERY**

MINIMUM REQUIREMENTS – PRE 2008

- Grade 12 (Std 10) – Minimum 25 points

Symbol	HG	SG
A	8	5
B	7	4
C	6	3
D	5	2
E	4	1
F	1	0

- English: Minimum symbol “E” Higher grade or “D” Standard Grade • Biology or any other Natural Science subject “E” Higher Grade or “D” Standard Grade

MINIMUM REQUIREMENTS – FROM 2008

- National Senior Certificate: Degree/Diploma • Minimum: 25 points • English L4
- Additional Language • Life Orientation L4 • Maths L3

/Maths Literacy L4

- Life Sciences/ Physical Science L3 • And any other 2 subjects from the designated list

*NB Life orientation (L0) will not be scored

The points will be calculated as follows:

NSC Rating (NSC Percentage)* / Points Value For Calculation of APS (Adjusted Percentage for APS Calculation)

8	90% – 100% *
7	80% – 100%
6	70% – 79%
5	60% – 69%
5	60% – 69%
4	50% – 59%
4	50% – 59%
3	40% – 49%
2	30% – 39%
1	0% – 29%

How to Apply

Prospective learners can apply online by following the KZN College of Nursing website link <http://kzncn.kznhealth.gov.za> OR

Submit applications to the following postal address The Principal KZN College of Nursing (Nurse Training) Private Bag X9089 Pietermaritzburg 3200

QUOTE REFERENCE NUMBER (KZNCN 2/2018) ON ENVELOPE AND APPLICATION LETTER

Documents to submit with your application:

- Certified copy of matric certificate and identity

document

- Proof of residence or affidavit
- 2 page Curriculum Vitae with the following information:

Full Names and contact details; Identity Number, Residential address and Postal address, District name/ Local municipality, Employment history, Details of previous nursing experience if any.

TAKE NOTE OF THE FOLLOWING:

- All certificates and addresses will be verified for authenticity.
- Due to the large number of applications expected; only successful applicants will be notified.
- No registered mail will be accepted

This Department is an equal opportunity affirmative employer whose aim is to promote representivity at all levels of all occupational categories in the Department.

Dept of Transport is looking for people .Stipend: R2500.00 to R7000.00

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Stipend: R2500.00 to R7000.00 (Depending On Qualifications)

Ref: S5 / 3 / 5 / 1

The Department of Transport has thirty (30) opportunities for internship programme for the period 2018 / 19. Interested graduates are invited to apply in the following fields of the department:

- Legal Services (Head Office Only),
- Logistics,
- Supply Chain Management,
- Road Traffic,
- Road Safety and Transport Development

DUTIES: Successful candidates will be placed on an internship contract; with the aim of offering them a structured on-the-job experience that will prepare them for future employment in any employment fraternity that may desire their skills.

REQUIREMENTS: The applicants must be between 18 and 35 years old, unemployed and must not have entered an Internship Programme before. In possession of minimum three year Diploma / Degree (NQF 6 and above) obtained from a recognized institution of higher learning.

CENTER: Head Office, Capricorn District, Mopani District, Sekhukhune District, Vhembe District and Waterberg District.

The Department of Transport is an equal opportunity, affirmative action employer with clear employment equity targets.

Applications should be forwarded / submitted to Head Office and the relevant district at the addresses below:

Head Office, Phamoko Towers The Head of Department, Department of Transport C / O Church & Bodenstein Street, Polokwane , 0699 Private Bag X9491, Polokwane, 0700

Capricorn District, Lebowakgomo Govt Complex The Director: Capricorn District. Private Bag X 51, Chuenespoort, 0745, Tel No 015633 6691 / 2 / 3 / 3 / 4 / 5 Vhembe District,

*Thohoyandou Govt Complex The Director: Vhembe District.
Private Bag X 2145, Sibasa, 0970, Tel No 015960 3000*

*Sekhukhune District, Lebowakgomo Govt Complex The Director:
Sekhukhune District Private Bag X 61, Chuenespoort, 0737, Tel
No 015 633 5150 Waterberg District, NTK Building, cnr Thabo
Mbeki & River Street*

*The District Director, Private Bag X1038, Modimolle, 0510, Tel
No 014 718 2300 / 2311*

*Mopani District, Giyani Govt, Complex The Director: Mopani
District Private Bag X 9679, Giyani, 0826, Tel No 015 811 7000*

Applications which are faxed, e-mailed or forwarded /
submitted to the wrong address will not be considered.
Candidates must apply in one district only and those who apply
in more than one district will be disqualified.

How To Apply

Applications should be submitted on the prescribed [Form Z83](#),
which must be completed in full, originally signed, with
reference number indicated and dated by the applicant.
Application should be accompanied by a recent updated
comprehensive CV as well as certified copies of all
qualifications and ID document. The employer reserves the
right not to Implement the Internship programme. Failure to
submit the requested documents will result in your application
not being considered.

Please state clearly the field in which you are interested as
well as the district.

The candidates will be placed at Head Office (Polokwane) as
well as in the 5 Districts of the Province (Capricorn, Vhembe,
Mopani, Sekhukhune and Waterberg).

Suitable candidates will be subjected to a personnel

suitability check (i.e. verification of educational qualifications, citizenship, criminal record check and security vetting).

Applications received after the closing date whether posted or hand-submitted will not be considered. Correspondence will be limited to short-listed candidates only, due to the large number of applications we envisage.

If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful.

Enquiries: Mr Rasefate SS: 015 294 8240.

Department of Labour Vacancies R5 729 Per Month

Department of Labour Vacancies R5 729 Per Month

Department of Labour Vacancies R5 729 Per Month

Closing Date: 30 July 2018 at 16:00

STIPEND: Salary: R5 729 per month

REQUIREMENTS: Applications quoting the relevant reference number must be submitted on form Z83 (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 transcripts including senior certificate, ID-document and a 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. 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 shortlisted 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 an Internship 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).

**Grad / Intern: OFFICE OF THE UNEMPLOYMENT INSURANCE
COMMISSIONER [x2]REF NO: HR4 / 1 / 3UIC2018 /**

UIFLocation: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Office Administration / Office management and Technology. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communications. Customer Focused. Computer Literacy. Research and Analytical. Listening. Interpersonal.

DUTIES: Provide secretarial / receptionist support services in the office of the UIC. Render administrative support services in the office of the UIC. Provide assistance in the management of the Commissioner's diary including the events calendar and arrange meetings and workshops.

Grad / Intern HUMAN RESOURCE PRACTICES [x2]REF NO: HR4 / 1 / 3HRP2018 /
UIFLocation: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Human Resource Management / Human Resource Development / Employment Relations / Industrial Psychology as a major subject. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Employment Equity Act (EEA). Basic Conditions of Employment Act (BCEA). Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Skills: Innovative / Creative. Responsiveness. Communication (verbal and written). Computer literacy. Time Management. Listening.

DUTIES: Perform Recruitment and Selection services. Provide service benefit to clients. Provide administrative support.

Grad / Intern LEGAL AND BOARD SERVICES [x3]REF NO: HR4 / 1 / 3LBS2018 / UIFLocation: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: Degree in Law (LLB) or equivalent law qualification. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Computer literacy. Time Management. Communication. Basic accounting. Analytical. Accuracy. Negotiation.

DUTIES:Provide assistance in vetting. Drafting and negotiations of contracts. Render litigation service on behalf of the Fund. Draft / Amendments the UIF legislation. Provide Legal Opinions to the UIF. Provide administrative function for Legal Services.

Grad / Intern COMMUNICATION AND MARKETING [x3]REF NO: HR4 / 1 / 3COM2018 / UIFLocation: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Communication / Marketing / Public Relations / Journalism / Events Management. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Branding principles. Problem solving. Presentation. Planning and Organising. Communication. Computer Literacy. Interpersonal and creativity.

DUTIES:Administer market and events for the Fund. Provide effective stakeholder relations. Coordinate media relations and monitor the activities for the Fund. Provide effective publications service for the Fund.

Grad / Intern EMPLOYEE RELATIONS REF NO: HR4 / 1 / 3ER2018 /
UIF Location: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Labour Relations / Labour Law / HRM. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Planning and Organisation. Presentation. Communication. Computer literacy. Time Management, Listening. Questioning.

DUTIES: Administer misconduct cases. Administer grievances. Provide ADHOC sessions to promote fair Labour practices. Provide general administration in the section and provide logistical arrangements in the section.

Grad / Intern EMPLOYEE HEALTH AND WELNESS [x2] REF NO: HR4 / 1 / 3EHW2018 / UIF Location: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Social Sciences / Psychology / Social Work. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication (verbal and written). Problem solving and decision making. Interpersonal Skills.

DUTIES: Provide support in the implementation of Employee Health and Wellness Programmes. Participate in the management of HIV / AIDS programmes in the Fund. Assist the practitioners to coordinate Health and productivity management activities. Provide assistance with general administration.

Grad / Intern CHANGE MANAGEMENT [x2]REF NO: HR4 / 1 / 3CM2018

UIF Location: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Industrial Psychology / Organisational Psychology / Management Services / Production Management / Operations Management / Public Management. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: People Management. Problem Solving. Presentation. Communication Skills (written and verbal) Computer Literacy.

DUTIES: Facilitate and implement change management framework. Strategy and intervention of the Fund. Administer employee engagement interventions of the fund. Coordinate organisational culture diagnosis and climate to enhance service delivery. Provide assistance with general administration.

Grad / Intern ORGANISATIONAL DEVELOPMENT AND BUSINESS PROCESS

[x4]REF NO: HR4 / 1 / 30DBP2018 / UIF Location: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Management Services / Operations Management / Organisational Development / Production Management / Industrial Psychology. No experience required (Never participated in government internship programme). Knowledge: Organisational Development. Skills: Computer Literacy. Analytical. Time Management. Interpersonal. Presentation. Communication. Innovation and Creative.

DUTIES: Design the Organisational Structure of the UIF. Facilitate the development of job profiles. Conduct Job Evaluation in the Fund. Maintain job evaluation and Job profile database.

Grad / Intern BUSINESS SUPPORT [x4]REF NO: HR4 / 1 / 3BUS2018

Location: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Information Technology / Computer Sciences / Information Systems. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication. Computer literacy. Analytical. Listening. Numeracy. Planning and Organising.

DUTIES: Provide desktop support and computer systems. Prepare hardware and workstation for users. Provide access of technology equipment in the fund. Maintain effective functioning of technology to achieve IT Strategy. Provide assistance with general administration.

Grad / Intern BUSINESS APPLICATION [x4]REF NO: HR4 / 1 / 3BA2018 / UIF*Location: Unemployment Insurance Fund: Pretoria*

REQUIREMENTS: National Diploma / Bachelor Degree in Information Technology / Computer Sciences / Information Systems. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Planning and organising. Communication (verbal and written). Computer literacy. Time Management. Listening.

DUTIES: Process improvements through systems implementation. Customise business application process. Analyse business application processes. Provide assistance with general administration.

Grad / Intern PROJECTS [x2]REF NO: HR4 / 1 / 3PRJ2018 /

UIFLocation: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Information Technology / Computer Science / Information Systems. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Customer Centric. Computer Literacy skills. Analytical. Listening. Analytical. Planning and Organising. Numeracy.

DUTIES: Provide assistance to project managers in effective delivery of ICT projects for the Fund. Provide assistance to project managers in managing ICT projects deliverables in line with the Fund project management standards and methodologies. Ensure that projects deliverables meet the quality standards. Provide assistance with general administration.

Grad / Intern ICT RISK AND SECURITY NETWORKREF NO: HR4 / 1 /

3IRSN2018 / UIFLocation: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Information Technology / Computer Science / Information Systems. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication. Computer literacy. Numeracy. Analytical skills. Planning and Organising. Customer Centric. Listening.

DUTIES: Assist with implementation of Security Policies Procedures and Standards. Assist with ensuring availability of business critical Information Communication Technology services. Assist with monitoring and evaluation of ICT Risk Policy compliance. Assist with inputs to implement and maintain disaster discovery plan. Provide assistance with general administration.

&31: Grad / Intern LABOUR ACTIVATION PROGRAMME [x11]REF

NO: HR4 / 1 / 3LAP2018 / UIF
Location: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Training and Development / Project Management / Public Administration. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication (verbal and written). Computer literacy. Time Management. Numerical. Analytical. Negotiation. Problem solving and Decision making. Presentation.

DUTIES: Facilitate the training / skills programmes approved by the fund. Provide the administration of project progress against approved deliveries. Provide support in the implementation of approved projects. Provide assistance with general administration.

Grad / Intern INTERNAL AUDIT [x4]REF NO: HR4 / 1 / 3IA2018 / UIF
Location: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Risk Management / Internal Audit / Forensic Investigation. No Experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Computer Literacy. Communication (verbal and written). Research analytical. Time management. Internal personal. Presentation. Negotiation. Communication.

DUTIES: Carry out audit engagement planning. Execute audit projects provide internal audit administration support services. Provide assistance in examining audit progress. Provide assistance with general administration.

Grad / Intern REVENUE MANAGEMENT [x6]REF NO: HR4 / 1 / 3RM2018 / UIFLocation: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree / B-Com in Finance / Accounting / Auditing / Cost and Management Accounting or any qualification with Accounting as a major subject. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles Skills: Communication (verbal and written). Computer literacy. Time Management. Interpersonal. Planning and Organising. Analytical.

DUTIES:MMaintain debtor's accounts and collect outstanding contributions. Maintain SARS & Sundry debtors records and make follow up on the outstanding sundry payments. Allocate cheques and unallocated electronic contributions. Maintain claims debtors accounts and follow up on the outstanding debts. Provide assistance with general information.

Grad / Intern SUPPLY CHAIN MANAGEMENT [x4]REF NO: HR4 / 1 / 3SCM2018 / UIFLocation: Unemployment Insurance Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Public Management / Purchasing Management / Logistics Management / Supply Chain Management. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Accuracy. Basic accounting. Communication (verbal and written). Computer Literacy. Time Management. Negotiation.

DUTIES:TTTo render acquisition administration services. Provide assets and transport administration services. Perform booking functions and Render demand services. Render stores and warehouse services.

Grad / Intern RECORDS MANAGEMENT AND MAINTENANCE [x2]REF

NO: HR4 / 1 / 3RMM2018 / UIF **Location:** Unemployment Insurance
Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Public Management / Public Administration. No experience required (Never participated in government internship programme).
Knowledge: Batho Pele Principles. **Skills:** Client Services. Planning and organising. Communication. Computer Literacy. Report Writing.

DUTIES: Maintain the filing system as per the directive of the archives and records management prescripts. Prepare documents for archiving. Attend to all incoming and outgoing telephone calls. Maintain switchboard equipment. Provide support in the maintenance of UIF properties.

ENQUIRIES: Mr. Wiseman Manotoane Tel No: (012) 337 1681 / Mr. Thomas Radebe, Tel No: (012) 337 1676

Grad / Intern TREASURY, INVESTMENT AND ACTUARIAL SERVICESREF

NO: HR4 / 1 / 3TIA2018 / UIF **Location:** Unemployment Insurance
Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Finance / Accounting. No experience required (Never participated in government internship programme). **Knowledge:** Batho Pele Principles. **Skills:** Accounting, Computer literacy. Time Management, Listening. Planning and Organising. Analytical.

DUTIES: Render fixed deposit investment services. Render treasury and cash flow management services. Administer accounting services and systems. Provide logistics arrangement in the section.

Grad / Intern PROVINCIAL SUPPORT [x3]REF NO: HR4 / 1 / 3PS2018 / UIFLocation: Unemployment Insurance Fund: Pretoria
REQUIREMENTS: National Diploma / Bachelor Degree in Public Administration / Public Management / Financial Management. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication (verbal and written). Analytical. Innovative and creative. Interpersonal. Computer literacy. Time Management. Listening.
DUTIES: Participate in the implementation of operational policies. Participate in evaluation of provincial offices to ensure consistency. Provide assistance with general administration.

Grad / Intern COMPLIANCE SERVICES [x2]REF NO: HR4 / 1 / 3CS2018 / UIFLocation: Unemployment Insurance Fund: Pretoria
REQUIREMENTS: National Diploma / Bachelor Degree in Accounting / Internal Auditing with Accounting / Auditing as a major subject. No experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication (verbal and written). Computer literacy. Listening. Time Management. Planning and Organising. Creativity. Numeracy. Financial Management.
DUTIES: To provide support to Employer Audit Services at Provincial Offices. Render employer audit activities for the fund. Provide assistance with general administration.

Grad / Intern RISK MANAGEMENT [x3]REF NO: HR4 / 1 / 3RMU2018 / UIFLocation: Unemployment Insurance Fund: Pretoria
REQUIREMENTS: National Diploma / Bachelor Degree in Risk Management / Internal Audit / Forensic Investigation. No Experience required (Never participated in government internship programme). Knowledge: Batho Pele Principles. Skills: Communication. Computer literacy. Time Management. Analytical. Interpersonal. Presentation. Negotiation.
DUTIES: Conduct awareness campaign. Identify risk activities. Administer fraud account. Administer case database Provide assistance with general administration.

**Grad / Intern DECLARATIONS AND CALL CENTRE SERVICES [x2]REF
NO: HR4 / 1 / 3DCCS2018 / UIF**Location: Unemployment Insurance
Fund: Pretoria

REQUIREMENTS: National Diploma / Bachelor Degree in Public Administration / Public Management. No Experience required (Never participated in government internship programme).
Knowledge: Batho Pele Principles. Skills: Communication (verbal and written).Computer literacy. Time Management. Interpersonal. Data Capturing. Listening. Customer focused.
DUTIES: Provide registration of employers and declarations of employees. Provide support on the process of declaring employees by employers. Maintain employer's database. Provide helpdesk support services.

Grad / Intern GAUTENG PROVINCIAL OFFICE: BENEFICIARY SERVICES

[x12]REF NO: HR4 / 1 / 3GPBS2018 / UIFLocation: Gauteng
Provincial Office: (Johannesburg): Boksburg Labour Centre
[x1]

- Randfontein Labour Centre [x1]
 - Temba Labour Centre [x1]
 - Randburg Labour Centre [x1]
- Kempton Park Labour Centre [x1]
 - Springs Labour Centre [x1]
- Vereeniging Labour Centre [x1]
 - Germiston Labour Centre [x1]
 - Mamelodi Labour Centre [x1]
- Bronkhorstspuit Labour Centre [x1]
 - Krugersdorp Labour Centre [x1]

REQUIREMENTS: National Diploma / Bachelor Degree in Public Admin / Public Management / Financial Administration / Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.

DUTIES: Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

ENQUIRIES: Mr. Makhoso Kgotleng, Tel No: (011) 853 0506

APPLICATIONS: Please forward your application, quoting the reference number to the following addresses: Chief Director: Provincial Operations: P0 Box 4560, Johannesburg, 2000, or hand delivery at 77 De Korte Street, Braamfontein, Johannesburg 2001. FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office, Johannesburg

Grad / Intern LIMPOPO PROVINCIAL OFFICE: BENEFICIARY SERVICES

[x12]REF NO: HR4 / 1 / 3LPBS2018 / UIFLocation: Limpopo
Provincial Office (Polokwane)

REQUIREMENTS: National Diploma / Bachelor Degree in Public Admin / Public Management / Financial Administration / Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.

DUTIES: Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

ENQUIRIES: Ms. Bertha Maringa, Tel No: (015) 290 1644 / 1645

APPLICATIONS: Chief Director: Provincial Operations, Private Bag x 9368, Polokwane, 0700 or hand delivery at A42A Schoeman Street, Boland Building, Polokwane 0700. FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office, Polokwane.

Grad / Intern FREE STATE PROVINCIAL OFFICE: BENEFICIARY SERVICES [x5] REF NO: HR4 / 1 / 3FSBS2018 / UIF Location: Free State Provincial Office (Bloemfontein): Phuthaditjaba Labour Centre [x5]

REQUIREMENTS: National Diploma / Bachelor Degree in Public Admin / Public Management / Financial Administration / Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.

DUTIES: Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

ENQUIRIES: Ms. Sula Sifuba Tel No: (053) 505 6200

APPLICATIONS: Chief Director: Provincial Operations, P 0 Box 522, Bloemfontein, 9300 or hand delivery at Laboria House, 43 Maitland Street, Bloemfontein 9300. FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office, Free State.

Grad / Intern NORTH WEST PROVINCIAL OFFICE: BENEFICIARY SERVICES [x12]REF NO: HR4 / 1 / 3NWBS2018 /

UIF Location: North West Provincial Office (Mmabatho): North West Provincial Office [x3]

- Mahikeng Labour Centre [x1]
- Lichtenburg Labour Centre [x1]
 - Brits Labour Centre [x1]
 - Mogwase Labour Centre [x1]
- Rustenburg Labour Centre [x1]
- Christiana Labour Centre [x1]
 - Vryburg Labour Centre [x1]
 - Taung Labour Centre [x1]
- Potchefstroom labour Centre [x1]

REQUIREMENTS: National Diploma / Bachelor Degree in Public Admin / Public Management / Financial Administration / Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.

DUTIES: Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

ENQUIRIES: Mr. Molosi Mokolobate Tel No: (018) 387 8100

APPLICATIONS: Chief Director: Provincial Operations: Private Bag X 2040, Mmabatho 2735 or hand delivery at University drive 2nd Floor Provident House Mmabatho 2735. FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office, Mmabatho.

Grad / Intern NORTHERN CAPE PROVINCIAL OFFICE: BENEFICIARY SERVICES [x5]REF: HR4 / 1 / 3NCBS2018 / UIF*Location:* Northern Cape Provincial Office (Kimberley): Kimberley Labour Centre [x1]

Calvinia Labour Centre [x1]

Postmasburg Labour Centre [x1]

Springbok Labour Centre [x1]

De Aar Labour Centre [x1]

REQUIREMENTS: National Diploma / Bachelor Degree in Public Admin / Public Management / Financial Administration / Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.

DUTIES: Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

ENQUIRIES: Ms. Rochelle Klein, Tel No: (053) 838 1519

APPLICATIONS: Chief Director: Provincial Operations ,Private Bag X5012, Kimberley 8301 or hand delivery at Corner of Pniel and Compound Street, Laboria House, Kimberley 8301. FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office, Kimberley.

Grad / Intern WESTERN CAPE PROVINCIAL OFFICE: BENEFICIARY SERVICES [x5]REF NO: HR4 / 1 / 3WCBS2018 /

UIF Location: Western Cape Provincial Office (Cape Town)

REQUIREMENTS: National Diploma / Bachelor Degree in Public Admin / Public Management / Financial Administration / Management. No Experience required (Never participated in government internship programme). Knowledge: Unemployment Insurance Act (UIA). Unemployment Insurance Contributions Act (UICA). Public Finance Management Act (PFMA). Batho Pele Principles. Skills: Communication. Listening. Conflict Management. Computer Literacy. Time Management. Customer Relations. Interpersonal. Telephone Etiquette.

DUTIES: Provide screening Services. Process applications for UIF benefits. Register payment continuation forms. Receive and assess all the UI claims on the relevant systems in line with Standard Operating Procedure (SOP). Execute the payment of approved claims as per set time frames. Provide administrative functions.

ENQUIRIES: Mr Thembisile Mdingi Tel No: (021) 441 8115

APPLICATIONS: Chief Director: Provincial Operations: PO Box 872, Cape Town 8000 or hand delivery at 9 Long Street, Cape Town 8001. FOR ATTENTION: Sub-directorate: Human Resources Management, Provincial Office, Cape Town.

How To Apply

Applications quoting the relevant reference number must be submitted on form Z83 (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 transcripts including senior certificate, ID-document and a 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

APPLICATIONS: Chief Director: Corporate Services: P O Box 1851, Pretoria, 0001 or hand delivery at Corner Lilian Ngoyi and Pretorius Street, Absa Towers Building, Pretoria. FOR ATTENTION: Sub-directorate: Human Resources Management, UIF

ENQUIRIES: Mr Wiseman Manotoane Tel No: (012) 337 1681 / Mr Thomas Radebe, Tel No: (012) 337 1676

CLEANERS WITH GRADE 10 ARE NEEDED



REF NO: CoGHSTA 51/17 (5 POSTS).

Branch: CoGTA

SALARY : R90 234. per annum. Level: 02

CENTRE : Matlala T/C,

Mamaila Kolobe-Tona T/C

Xigalo T/C

Mogashoa Dithlakaneng T/C

Matlala Dicheung T/C.

REQUIREMENTS :

Grade 10.

No experience.

Key Competencies:

Knowledge of: operating cleaning equipments and Occupational Health and safety Act.

Skills:

Cleaning Skills, time management, organizing, good human

relations; Communication skills.

DUTIES : Provision of cleaning services, keep and maintain cleaning materials and equipment.

Apply now. Apply now, apply online with online application.

ENQUIRIES : Ms Ledwaba Paulina & Ms Kobe Kwena

CLEANER NEEDED AT DEPARTMENT OF HUMAN SETTLEMENTS

REF NO: DHS13/03/2018 Purpose: To render cleaning services in and out of the departmental offices

SALARY : R90 234 – R106 290 (Level 2) CENTRE : Buffalo City Metro Municipality Region

REQUIREMENTS : Standard 5 with 1 year of working experience in a cleaning environment. Clean, neat and reliable. Friendly and approachable at all times. Good communication skills. Ability to communication with people at all levels. Skills and Competencies: Good communication skills and Interpersonal relations.

DUTIES : Responsible for thorough cleaning of the departmental offices. Ensure that cleaning materials are ordered and available for use. Responsible for ensuring that cleaning equipment are kept clean at all times. Management and control of stock. Inform the supervisor regarding purchasing of stock.

ENQUIRIES : can be directed to Mr M. Cimela

RAND WATER IS LOOKING FOR OVER 100 YOUNG UNEMPLOYED SOUTH AFRICANS , ALL PROVINCES

Internal & External applications are invited from suitably qualified candidates to fill the following vacancy in the Finance Department at Zwartkopjes Pumping Station:

STOREKEEPING ASSISTANT

(HAY BAND – K)

Reporting to the Inventory Administrator the successful candidate will be responsible for stock control, balancing of chemicals on a weekly and monthly basis. Stock replenishment as well as resolving stock imbalances

PRIMARY DUTIES

- Management of stock by overseeing the correlation of orders with the materials received as well as recording and reporting discrepancies by contacting suppliers/sites.
- Oversees the handover on material to packers, supervising the packing of material into bins as well as supervises the recording of items on the bin cards.
- Dealing with queries and complaints.
- Perform Ad hoc and bi-annual stock takes.
- Stock Procurement
- Perform Material Forecast Schedules by having the MRP run on a weekly or as and when required basis, creating

requisitions etc.

- Perform reconciliation of bulk chemicals; perform computer inputs and balancing on a weekly/monthly basis.
- Comply with the SHEQ Acts, organizational policies and procedures.

ESSENTIAL REQUIREMENTS

- Grade 12/Std 10 or equivalent
- 3 years experience in a stores environment including warehouse management as well as financial management experience.
- Computer literacy in Outlook and MS Excel is essential.
- SAP experience will be an advantage
- Procurement experience will be an advantage

COMPETENCY PROFILE

KNOWLEDGE	SKILLS	BEHAVIOUR
<ul style="list-style-type: none"> · Stock Control · Stock Management · SAP · MS Office · Safety procedures · ISO9001:2000 	<ul style="list-style-type: none"> · Good communication (both written and spoken) · Good administrative and organizing skills · Asset Control 	<ul style="list-style-type: none"> · Customer orientated · Performance driven · Attention to detail · Deadline driven · Good housekeeping

In evaluating prospective applicants and making the final selection, preference will be given to Females and People with Disability to give effect to Rand Water's Employment Equity Objectives.

Should you not receive correspondence from Rand Water within 30 days from the closing date, please accept that your

application has been unsuccessful.

Rand Water as an organization has the right to fill or not fill any advertised positions.

APPLICATIONS MUST BE SUBMITTED TO HUMAN RESOURCES DEPARTMENT,
ZWARTKOPJES PUMPING STATION

E-MAIL: : zk_recruit@randwater.co.za

NOTICE NUMBER: Zk 2845

[click here to apply](#)

Johannesburg Water is inviting 90 young people under the age of 35

Johannesburg Water is inviting 90 young people under the age of 35

Closing Date: 05 July 2018 at 12h00

Johannesburg Water is inviting 90 young people under the age of 35 who are interested in plumbing, brick laying and welding to apply for its basic skills programme for unemployed youth.

The youth development programme aims to create opportunities for the unemployed youth, by providing them with basic skills through an accredited institution, including practical training. The programme aims to create opportunities for the unemployed youth who are interested in plumbing, bricklaying or welding by providing them with basic skills through an

accredited institution, including practical training. Candidates who successfully complete the programme may be considered for a business management skills training programme, which will enable them to establish enterprises and enter the mainstream of the economy.

Furthermore, the programme aims to develop technical, business and entrepreneurial skills for unemployed youth who have a minimum matriculation qualification. The programme will run for a maximum period of six (6) months broken down between theoretical classroom training and practical on the job training and the successful applicants will receive a stipend during the course of the programme.

Unemployed youth who meet the minimum requirements are requested to apply. The closing date for applications is 05 July 2018.

Requirements

1. Unemployed youth who are black SA citizens, as defined (i.e. African, Coloured and Indians), and who are aged between 18 and 35 years old.
2. Have an approved academic qualification of Grade 12 or equivalent.
3. The programme is targeted at the following designated groups: unemployed youth who are black, women and people with disabilities.
4. Applicants must be permanent residents in one of the following areas within the City of Johannesburg:
 - Orange Farm
 - Diepsloot
 - Soweto
 - Ivory Park
 - Alexandra

- Eldorado Park
- Lenasia
- Johannesburg CBD & surrounds (i.e. Riverlea, Bosmont, Brixton, Doornfontein, Braamfontein, etc.).

How To Apply

Place for submissions: Johannesburg Water Head Office, Tender Box, 17 Harrison Street, Marshalltown, 2107

Attention: The Accreditations and Supplier Development Manager

Transnet vacancies

Transnet vacancies

Equity Statement :Preference will be given to suitably qualified Applicants who are members of the designated groups in line with the Employment Equity Plan and Targets of the Organisation/Operating Division. Applicants that are interested in applying for any of the advertised positions must apply by registering on the Careers section of the Transnet Internet. Please take care in completing all required details on the profile, and then apply for the position. Alternative Application Methods: (Completed Curriculum Vitae to be submitted) Post : E-mail : Fax : 0865784348 The closing date is on 29.06.2018. It is the responsibility of the applicant to ensure that HR has received the application before the closing date of the advertisement. Note: if you have not been contacted within 30 days of the closing date of this advertisement please consider your application as unsuccessful. Any questions regarding the application or recruitment process should be sent in writing to MOEKETSI.KHOZA@TRANSNET.NET. We urge all our employees,

clients, members of the public and our suppliers to report any kind of fraud or corruption at Transnet. Call the hotline toll free number: 0800 003 056 or email Transnet@tip-offs.com
Operating Division : Transnet Freight Rail Position Title :
Trainee Yard Official Employee Group : Trainee Department :
Operations Location : Danskraal Reporting To : Manager: CTC
Grade Level : SSTFT Reference Number : 50012311 Position
Purpose : A Trainee Yard Assistant will be required to place and clear trucks, compile, receive and dispatch trains and to deliver trucks/trains at their required destination. Position
outputs : • Control point register • Coupled trucks • Yard operations • Dispatched trains • Uncoupled trucks • Vehicle list/train composition certificate
Qualifications & Experience : •GRADE 12 with Maths

PLEASE NOTE: Transnet, its employees or representatives never ask for a fee from job seekers. Any such requests are fraudulent. Please report any suspicious activities in this regard to the Transnet anti-fraud line on 0800 003 056. •Must successfully pass a (psychological screening) battery test
•Must successfully pass relevant to the job level medical test (including eyes and ears) •Computer Literacy •Physically fit
•Must successfully complete and pass a theoretical as well as practical training as a Yard Official Competencies :

KNOWLEDGE: •Yard Official Course. •Yard and siding layout/working •Geography of the section of responsibility.
•Shunting procedures •Train service •Act 85 •Vocational knowledge. •High voltage safety instructions •General and local appendix and directives •Hazardous materials •Radio train order system.

SKILLS: •Negotiating •Mathematical •Stress handling •Problem solving •Hazmat risk handling •Interpersonal effectiveness.
•Analytical •Communication •Bilingual •Report writing
•Observation •Data capturing •Conflict handling •Writing.

ATTITUDES: •Attention to detail •Trustworthy •Decisiveness

- Assuring
- Shiftwork
- Hazard conscious
- Results orientated.
- Willing to work independently
- Safety orientation
- Confidentiality NB:No emailed applications will be accepted

PLEASE NOTE: Transnet, its employees or representatives never ask for a fee from job seekers. Any such requests are fraudulent. Please report any suspicious activities in this regard to the Transnet anti-fraud line on 0800 003 056.

CLEANERS JOB , SaLary R8045

CLEANER Overberg District SALARY : R96 549 per annum

CENTRE : Overberg District Office

REQUIREMENTS : Minimum requirement: Basic numeracy and literacy. Experience: Appropriate experience as a Cleaner. Inherent requirement of the job: Rotate in different departments according to operational need and requirements. Competencies (knowledge/skills): A basic understanding of maintaining a safe and hygienically clean environment. Good communication and interpersonal skills in at least two of the three official languages of the Western Cape. Knowledge of the correct methods of handling and disposal of refuse/waste products. Ability to function independently and/or as part of a team. Ability to work under pressure.

DUTIES : General cleaning (i.e. dust, sweep, vacuum, polish of floors and furniture, clean windows, toilets scrubbing and mopping, emptying of dustbins and removal of rubbish bags according to the day/weekly program of the cleaning services. Prepare boardroom/training room and other venues for meetings and ensure cleaning thereafter. Render an effective, efficient and safe hygiene service in and around the District Office.

Effective management of equipment and stock control. Render assistance to the supervisor.

ENQUIRIES : Mr DW September, Tel No: (028) 214-5854

APPLICATIONS : The District Director: Overberg District Office, Private Bag X07, Caledon, 7230.

FOR ATTENTION : Ms A Brits NOTE : No payment of any kind is required when applying for this post.

CLOSING DATE : 20 July 2018

DATA CAPTURERS REF NO: DOT 24/05/2018

SALARY : R152 862 per annum (Level 05)

CENTRE : Head Office: Traffic Infridgement, X2

EPWP: Head Office: X6 Districts: (Amathole, Joe Gqabi, Chris Hani, OR Tambo,

Sarah Baartman, Alfred Nzo)

REQUIREMENTS : Grade 12 with relevant post matric certificate in computer Operation/practice. 1-2

years relevant experience in data capturing. Key competencies

Analysis of Raw

Data. Computer hardware & software. Managing files & records.

Designing Forms

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and back-up system Basic accounting. Computer programmes (in terms of data

capturing). Presentation. Communication (verbal & written).

Critical Thinking.

Decision Making

DUTIES : Prepare & maintain registers for registering the receipt of data return sheets.

Check data return sheets for completeness and prepare for capturing. Capture

data into computer from source document. Prepare weekly, monthly and quarterly

report of scholar transport data. File data return sheets & printouts as required.

ENQUIRIES : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455