

Department of Employment And Labour Senior Admin Clerk Vacancies Requirements:-

Grade 12 certificate / three-year tertiary qualification degree/ diploma in Public Management/ Administration/ Social Science/ OHS/ Finance/ HRM. 1-2 years experience on compensation and medical claims processing. Knowledge: Dol and Compensation Fund objectives and business functions, Directorate or sub directorate goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes Relevant Fund policies, procedures and processes, Human anatomy/ Biology, Medical terminology, Stakeholders and customer, Customer Service (Batho Pele Principles), Fund Values, Required IT Knowledge, IT Operating Systems, Risk Awareness, COIDA Act, Regulations and Policies, DPSA guidelines on COIDA, COIDA tariffs, Technical Knowledge. Skills: Required Technical Proficiency, Business Writing Skills, Required IT Skills, Fund IT Operation Systems, Data Capturing, Data and records management, Telephone Skills and Etiquette.