

DEPARTMENT OF LABOUR

It is the Department's intention to promote equity (race, gender and disability) through the filling of this post with a candidate whose transfer / promotion / appointment will promote representivity in line with the numeric targets as contained in our Employment Equity plan.

CLOSING DATE : 06 February 2017

NOTE : 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(Not older than 3 months after publication of the advert) 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. Successful candidates will be expected to sign a performance agreement.

OTHER POSTS

POST 03/33 : **SUPERVISOR: REGISTRATION SERVICE 2 POSTS**

SALARY : R 262 272 per annum

CENTRE : Labour Centre: Richards Bay -Ref No: HR4/4/5/74 (1 post)
Labour Centre: Pretoria-Ref No: HR4/4/4/12/01 (1 post)

REQUIREMENTS : Three (3) year tertiary qualification in Business Administration / Business Management / Public Administration / Public Management or Operations management. Two (2) years functional experience in registration services. Knowledge: All Labour legislations and regulations , Private Employment Agency regulations and related ILO conventions ,Batho Pele principles ,Public Service Act, Public Services Regulations, Departmental Policies, Procedures and Guidelines. Skills: Problem solving, Computer literacy, Basic Interpersonal, Listening, Communication, Ability to interpret legislation, Telephone etiquette, Mediation.

DUTIES : Monitor and oversee the help desk at the first port of entry within Registration Services .Oversee the employment services rendered to all clients .Monitor the process of Unemployment Insurance Benefits applications and Employer Declarations. Monitor and analyse the application of Compensation for Injury and Disease Act (COIDA) and Employer registration forms for COIDA .Attend to all queries regarding legislation and follow up on pending queries.

ENQUIRIES : Mr TNF Mncube, Tel: (035) 780 8759
Ms A Phasha, Tel: (012) 309 5050

APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban, For Attention: Sub-directorate: Human Resources Management, Kwazulu-Natal

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand delivered at 77 Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Gauteng

POST 03/34 : **DRIVER/SUPERVISOR: MOBILE LABOUR CENTRE REF NO: HR 4/4/1/52**

SALARY : R 262 272 per annum
CENTRE : Labour Centre: Uitenhage
REQUIREMENTS : A Matric certificate. Valid Code 10 drivers licence with PDP. Two (2) years relevant experience as Client Service Officer. Knowledge: Labour legislation, Departmental policies and procedures, Departmental guidelines and directives, Public Service regulations, Client orientation strategy (Batho Pele Principles). Skills: Listening, Communication, planning and organizing, Computer literacy, Problem solving, interpersonal, Interviewing, Accurate data capturing, Ability to interpret legislation, Driving skills, Ability to interpret legislation, Ability to communicate in the local language (if applicable)

DUTIES : Render effective Employment Services functions. Provide effective inspection and Enforcement Services. Render effective Beneficiary Services functions. Render general services.

ENQUIRIES : Ms EO Adams, Tel: (041) 992 4627
APPLICATIONS : Chief Director: Provincial Operations, Private Bag X 9005, East London, 5200 or hand delivered at No. Hill Street, East London, FOR ATTENTION: Human Resources Management, Eastern Cape

POST 03/35 : **EMPLOYMENT SERVICE PRACTITIONER (ESP2) REF NO: HR4/4/8/54**

SALARY : R 262 272 per annum
CENTRE : Labour Centre: Ficksburg
REQUIREMENTS : Three year relevant tertiary qualification in Social Science / Public Administration. Valid driver's licence. Knowledge: ILO Conventions, Social Plan Guidelines, Human Resource Management, Financial Management. Skills: Planning and Organizing, Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Leadership, Networking.

DUTIES : Identify and process employability needs for job seekers. Network with stakeholders to acquire placement opportunities. Process requests for labour migration and advice on the availability of skills. Process applications for registration and licensing of Public Employment Agency's (PEAs) and TEAs. Supervise the administration of employer services at the Labour centres.

ENQUIRIES : Mr J Mathebeng, Tel: (051) 933 2299
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand delivered at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.

FOR ATTENTION : Sub-directorate: Human Resources Management.

POST 03/36 : **SENIOR ADMINISTRATION OFFICER REF NO: HR4/4/5/73**

SALARY : R 262 272 per annum
CENTRE : Provincial Office: Kwazulu-Natal
REQUIREMENTS : Three year relevant tertiary qualification in Public Administration. Two years functional experience. Valid drivers license Knowledge: UIF Systems, Public Service Regulation, Batho Pele Principles, Public Finance Management Act, Departmental Policies and procedures. Skills: Communication, Listening, Customer Relations, Computer literacy, Presentation, Problem Solving, Conflict Management, Supervisory.

DUTIES : Verify that all claims are processed on relevant Systems. Authorise payments to qualifying UI beneficiaries. Monitor all investigated discrepancies. Maintain close working relationship with all relevant stakeholders. Supervise resources in the section.

ENQUIRIES : Mr CM Zondi, Tel: (031) 366 2107
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.

FOR ATTENTION : Sub-directorate: Human Resources Management, Kwazulu-Natal.

POST 03/37 : **INSPECTOR: TEAM LEADER REF NO: HR4/4/5/79**

SALARY : R 262 272 per annum.
CENTRE : Labour Centre: Kokstad
REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years experience in Inspection and Enforcement Services. A valid driver's licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act ,Skills Development Levies Act, Occupational Health and Safety Act, COIDA, SABS Codes, Unemployment Insurance Act ,Unemployment Insurance Contribution Act, Employment Equity Act, Immigration Act. Skills: Facilitation, Planning and Organizing (Own and others), Computer literacy, Interpersonal, Conflict handling, Negotiation, Problem solving, Presentation, Innovative, Analytical, Verbal and written communication.

DUTIES : Plan and independently conduct substantive occupational inspections with the aim of ensuring compliance with all Labour legislations, namely, Basic Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Diseases Act (COIDA), Occupational Health and Safety (OHS) and UI Contribution Act (UCA). Plan and execute investigations independently on reported cases pertaining to contravention of labour legislation and enforce as and when necessary including making preparations for and appearing in Court as a State witness. Plan and conduct allocated proactive (Blitz) inspections regularly to monitor compliance with labour legislation including compilation and consolidation of reports emanating from such inspections. Plan and conduct advocacy campaigns on all labour legislation independently, analyse impact thereof, consolidate and compile report. Contribute at a higher level to planning, drafting and maintenance of regional inspection plans and reports including execution of analysis and compilation of consolidated statistical reports on regional and allocated cases. Supervise the resources in the Sub- Section.

ENQUIRIES : Ms L Nongena-Sigedla, Tel: (039) 727 2140
APPLICATIONS : Chief Director: Provincial Operations: P O Box 940, Durban, 4000 or hand deliver at 267 Anton Lambede Street, Royal Hotel Building, Durban.
FOR ATTENTION : Sub-directorate: Human Resources Management, Kwazulu-Natal.

POST 03/38 : **CLIENT SERVICE OFFICER: REGISTRATION SERVICES 2 POSTS**

SALARY : R 171 069 per annum
CENTRE : Labour Centre: Harrismith- Ref No: HR 4/4/8/56 (1 post)
Labour Centre: Johannesburg- Ref No: HR 4/4/4/12/04(1 post)
REQUIREMENTS : Matriculation/ Grade 12/ Senior Certificate plus National Certificate (N6)/ SAQA recognised Certificate (NQF5) in Office Administration/Public Management/ Public Administration/ Secretariat. A valid driver's licence. Twelve (12) months functional experience in administration/ Customer/ Client services. Knowledge: All Labour Legislations and Regulations, Private Employment Agency regulations and related ILO conventions, Public Service Regulations, Public Service Act, Departmental Policies, Procedures and Guidelines, Batho Pele principles. Skills: Interpersonal, Telephone etiquette, Interviewing, Computer literacy, Listening, Communication, Ability to interpret legislation, Problem solving, Mediation.

DUTIES : Manage the help desk at the first port of entry within the Registration Services. Render Employment Services to all the Clients who visit the Labour Centre. Resolve all complaints on all Labour Legislations received from Clients. Receive all Unemployment Insurance Benefits Applications and Employer declarations. Receive application forms in terms of Compensation for Injuries and Diseases Act and Employer registration forms for COIDA.

ENQUIRIES : Ms M Mamburu, Tel: (058) 713 0373
Ms E Mpumlwana, Tel: (011) 853 0300
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein. For Attention: Sub-directorate: Human Resources Management.

Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand delivered at 77 Korte Street, Braamfontein. For Attention: Sub-directorate: Human Resources Management, Gauteng

- POST 03/39** : **INSPECTOR: INSPECTION SERVICES REF NO: HR4/4/8/58**
- SALARY** : R 171 069 per annum
CENTRE : Labour Centre: Harrismith
REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations / Human Resource Management/ Law No experience required. Valid Drivers licence. Knowledge: Departmental Policies and procedures, Skills Development Act, Labour Relation Act, Basic Conditions of Employment Act , Skills Development Levies Act, Occupational Health and Safety Act, COIDA ,Unemployment Insurance Act, UI Contribution Act ,Employment Equity. Skills: Facilitation, Planning and Organizing (Own work), Computing (Spread sheets, PowerPoint and word processing), Interpersonal, Problem solving, Interviewing, listening and observation, Analytical, Verbal and written communication.
- DUTIES** : Conduct occupational inspections with the aim of ensuring compliance with all labour legislations, namely, Basic of Conditions of Employment Act (BCEA), Labour Relations Act (LRA), Employment Equity Act (EEA), Unemployment Insurance Act (UIA), Compensation for Occupational Injuries and Diseases Act (COIDA), Occupational Health and Safety (OHS), Skills Development Act (SDA) and UCA. Execute investigations on reported cases pertaining to contravention of labour legislation and enforce where and when necessary. Conduct proactive (Blitz) inspections regularly to monitor compliance with labour legislation. Conduct advocacy campaigns on identified and allocated labour legislation. Assist in drafting of inspection plans, reports and compilation of statistics on allocated cases.
- ENQUIRIES** : Ms M Mamburu, Tel: (058) 713 0373
APPLICATIONS : Chief Director: Provincial Operations: P O Box 522, Bloemfontein, 9300 or hand
FOR ATTENTION : Deliver at Laboria House, 43 Charlotte Maxeke Street, Bloemfontein.
Sub-directorate: Human Resources Management.
- POST 03/40** : **ADMINISTRATION CLERK: MANAGEMENT SUPPORT SERVICES REF NO: HR 4/4/1/51**
- SALARY** : R 142 461 per annum
CENTRE : Labour Centre: Lusikisiki
REQUIREMENTS : Matriculation /Grade 12/ Senior Certificate. Knowledge: Departmental Policies and Procedures, Batho Pele Principles, Treasury Regulations. Skills: Interpersonal relations, Analytical, Verbal and written communication, Problem solving, Planning and organising.
- DUTIES** : Render Supply Chain Management Function in a Labour Centre. Provide a Finance and Office Management Service to the Labour Centre. Render Human Resources Management Service. Responsible for Training and Performance activities in a Labour Centre. Responsible for the records management in a Labour Centre. Render general administrative work for the Labour Center as and when required.
- ENQUIRIES** : Ms P Bodoza, Tel: (039) 2531996
APPLICATIONS : Deputy Director: Labour Centre Operations: Private Bag X 1002, Lusikisiki, 4820
FOR ATTENTION : Sub-directorate: Human Resources Management, Labour Centre Operations, Lusikisiki
- POST 03/41** : **ADMINISTRATION CLERK: PES REF NO: HR 4/4/4/12/03**
- SALARY** : R 142 461per annum
CENTRE : Provincial Office: Braamfontein, Stationed at Labour Center: Kempton Park.
REQUIREMENTS : Grade 12/ Matriculation/ Senior Certificate. No working experience required. Knowledge: Relevant ILO Conventions, Human Resources Management, Batho Pele Principles. Skills: Planning and organising, Verbal and Written Communication, Computer literacy, Analytical, Presentation, Interpersonal, Report writing, Innovative.

DUTIES

: Liaise with stakeholder relations for acquisition of placement opportunities. Avail information for coordination of International Cross-Border Labour Migration functions. Support coordination of the registration and certification of Private Employment Agencies. Coordinate large (Provincial) opportunities from key stakeholders.

ENQUIRIES

: Ms F Tshabalala, Tel:(011) 975 9301

APPLICATIONS

: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001
Hand deliver at 77 Korte Street, Braamfontein.

FOR ATTENTION

: Sub-directorate: Human Resources Management, Gauteng