

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 : 13 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 04/26 : **DEPUTY DIRECTOR: AUXILIARY SERVICE REF NO: HR5/1/2/3/111**

SALARY : R612 822 per annum (All inclusive)

CENTRE : Compensation Fund, Pretoria

REQUIREMENTS : A relevant B degree or NQF 6 equivalent in Finance/ Logistics/ Public Administration. Three to Five years management experience in Auxiliary services. Knowledge: Public Service regulations, policies and procedures, Relevant stakeholders, Customer Service (Batho Pele Principles), Required IT knowledge, Technical Knowledge, DPSA guidelines on COIDA, Back office support services Management. Skills: Business writing, Required IT, Decision making, Applied Strategic Management, Applied technology, Budgeting and Financial Management, Communication and Information Management, Continuous improvement, Customer Focus and Responsiveness, People and Performance Management, Managing inter-personal conflict and resolving problems, Planning and organising, Problem solving, Project or programme management, Risk Management and Fund Governance, Change Management.

DUTIES : Manage Travel/Accommodation and Fleet services. Manage the receiving, delivery of mails (parcels) and food aid services. Manage CF Records and archiving of documents. Manage telephone, Cell phones /data and Library services. Manage the sub-directorate.

ENQUIRIES : Ms R Kgantsi, Tel no: (012) 313 6390

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.

POST 04/27 : **DISABILITY MANAGER (OCCUPATIONAL THERAPY) 2 POSTS REF NO: HR5/1/2/3/112**

SALARY : R428 292 –R475 341 per annum (OSD GRADE1)
CENTRE : Provincial Offices: Eastern Cape (1 post) and North-West (1post)
REQUIREMENTS : A National Diploma/Degree in Occupational Therapy. Post Graduate Diploma in Vocational Rehabilitation will be an added advantage. A minimum of six to nine (6-9) years' in relevant post community service experience. Proven track record in vocational rehabilitation, Registration with the HPCSA. Knowledge Public Service, DoL and Compensation Fund business strategies and goals, Directorate goals and performance requirements, Compensation fund Value Chain and business processes, Public Service Service, DoL and fund regulations, policies and procedures, Customer Service (Batho Pele Principles). Skills: Rehabilitation, Analytical, Business writing, Required IT, Strategic Leadership, Financial Management, Knowledge Management, Service Delivery Innovation (SDI), Planning and Organizing, Problem Solving and Analysis, Decision making, Accountability, Client Orientation and Customer Focus, Communication, Work Ethic and Self-Management, Risk Management and Corporate Governance, Environmental Awareness.

DUTIES : Manage early return to work and community re-integration programmes. Participate in the development/ review of rehabilitation strategy, policies and protocols in accordance with the national legislative framework. Establish and maintain high-level relationship with various internal and external stakeholders. Manage the Disability Management Section.

ENQUIRIES : Dr B Ndzuta, Tel no: (012) 406 5756
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.

POST 04/28 : **SENIOR CLAIMS ASSESSOR 5 POSTS REF NO: HR5/1/2/3/113**
(Three (3) Year Fixed Term Contract)

SALARY : R262 272 per annum
CENTRE : Compensation Fund, Pretoria
REQUIREMENTS : Three year National Diploma. One to Two years relevant experience in COID medical payments environment. Minimum of one year supervisory experience. Knowledge: DoL and Compensation Fund objectives and business functions, Customer Care Strategic goals, Contact Centre goals and performance requirements, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund policies, procedures and processes, Stakeholders and customers, Customer Care (Batho Pele Principles), Fund Values, Required IT knowledge, IT Operating Systems, Risk awareness, Contact Centre quality assurance objectives, Keep abreast of benchmarked Customer Care system. Skills: Customer and Citizen service orientation (Batho Pele Principles), Teamwork and collaboration, Communication (verbal, written, listen and questioning skills), Quality and Excellence orientation, Self and time management, Attention to detail, Respect and concern for others, Analytical thinking, Planning and organising, Problem solving and decision making, Pro-activeness and initiative, Honesty, Integrity and Work ethic, Adaptation to change (resilience), Diversity management, Relationship building, Diligence, Emotional intelligence.

DUTIES : Administer claim registration process. Adjudicate registered customer claims. Prepare for payment of claim. Quality Assurance for Medical/ or accounts payments. Serve as a Team Leader / Supervisor

ENQUIRIES : Mr XW Mnene, Tel no: (012) 319 9242
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.

POST 04/29 : **EMPLOYMENT SERVICE PRACTITIONER (ESP2) 2 POSTS REF NO: HR4/4/10107**

SALARY : R262 272 per annum
CENTRE : Labour Centre: Cape Town (1 post) Worcester (1 post)
REQUIREMENTS : Three year relevant tertiary qualification in Social Science / Public Administration. No experience required. 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 : Ms Z Maimane, Tel no: (021) 4418125
APPLICATIONS FOR ATTENTION : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000. Sub-Directorate: Human Resources Management, Western Cape.

POST 04/30 : **INSPECTOR: INSPECTION SERVICES 2 POSTS REF NO: HR 4/4/9/219**

SALARY : R262 272 per annum
CENTRE : Labour Centre: Potchefstroom- Ref No: HR4/4/9/219 (1 post)
Labour Centre: Bellville- Ref No: HR 4/4/10/103 (1 post)
REQUIREMENTS : Three (3) year relevant tertiary qualification in Labour Relations/Human Resource Management. Two (2) years functional 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.
ENQUIRIES : Ms ME Msiza, Tel no: (018) 387 8100
Ms Z Maimane, Tel no: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735Hand deliver at University Drive, provident House, Mmabatho, For Attention: Sub-directorate: Human Resources Management, Mmabatho
Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000, For Attention: Sub-directorate: Human Resources Management, Western Cape.

POST 04/31 : **SENIOR STATE ACCOUNTANT: DEDUCTIONS REF NO: HR 4/17/02/06HO**

SALARY : R262 272 per annum
CENTRE : Chief Directorate: Financial Management, Head Office

REQUIREMENTS : Three year relevant tertiary qualification in Accounting/Financial Management. Two (2) years functional experience in finance environment. Knowledge: Departmental Policies and procedures, Batho Pele principles, Delegations of Authority, Transversal Financial System, Performance Management. Skills: Computer literacy, Writing, Accounting, Communication, Planning.

DUTIES : Administer service benefits. Render services to subsidised transport and insurance on the subsidised cars. Reconcile suspense accounts. Ensure reconciliations for tax, debtors, Persal/BAS, Compensation Fund payments and Persal Interface Tape are performed. Supervise the resources in the Sub-Section.

ENQUIRIES : Ms MM Matjila, Tel no: (012) 309 4292

APPLICATIONS : Chief Director: Human Resources Management: Private Bag X 117, Pretoria, 0001 or hand deliver at 215 Francis Baard Street.

FOR ATTENTION : Sub-directorate: Human Resources Operations, Head Office

POST 04/32 : **PENSION ADMINISTRATOR REF NO: HR 4/4/10/106**

SALARY : R262 272 per annum

CENTRE : Labour Centre: Cape Town

REQUIREMENTS : A Grade 12(NQF4). A three year tertiary qualification degree/diploma in Public Management and Administration / Social Science /OHS / Finance /HRM is required. Five years experience in a claims processing environment of compensation or medical claims is highly desirable plus three years experience in pension administration. Knowledge: DoL and Compensation Fund Objectives and business functions, Directorate goals and performance requirements, Management functions and management skills, Human anatomy/ Biology and medical terminology, Compensation Fund Services, Compensation Fund Value Chain and business processes, Relevant Fund Policies ,procedures and processes, Stakeholders and customers, Customer service (Batho Pele principles), Fund Values, Required IT, IT operating system, Risk Awareness, COIDA Act , Regulations and policies, COIDA tariffs, Technical Knowledge, COID Act, DPSA guidelines on COIDA, Mutual association conditions and provisional settlement, Public Service Act, Occupational Health and Safety Act(OHS), PFMA and National Treasury Regulations, General knowledge of the Public Service Regulations Skills, Required Technical Proficiency, Business writing, required IT, Fund IT Operating Systems, Data Capturing, Data and records management, Telephone etiquette.

DUTIES : Render pension administrative duties. Claims adjudication and processing.

ENQUIRIES : Ms Z Maimane, Tel no: (021) 441 8125

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape.

POST 04/33 : **PRACTITIONER: MANAGEMENT AND SUPPORT SERVICES REF NO: HR 4/4/10/101**

SALARY : R262 272 per annum

CENTRE : Labour Centre: Cape Town

REQUIREMENTS : Three year relevant tertiary qualification in Human Resources Management or Public Management. Two to three years functional experience. Valid driver's licence. Knowledge: Departmental Policies procedures and guidelines, Public Service Act, Treasury Regulations, Public Finance Management Act, Batho Pele Principles. Skills: Interpersonal, Telephone etiquette, Communication, Listening, Computer literacy, Analytical, Ability to interpret legislation Basic mediation, Report writing.

DUTIES : Render supply chain Management Function in a Labour Center. Provide Finance, Office services including fleet management within a Labour Centre. Render a Human Resource Management service at a Labour Centre. Responsible for training and performance Management in a Labour Centre. Render general administrative work for for the Labour Centre as and when required.

ENQUIRIES : Ms Z Maimane, Tel no: (021) 441 8125

APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000.

FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape.

POST 04/34 : **PRINCIPAL PERSONNEL OFFICER REF NO: HR 4/4/10/103**

SALARY : R211 194 per annum
CENTRE : Provincial Office: Western Cape
REQUIREMENTS : Three year relevant tertiary qualification in Human Resources Management. One to two years functional experience doing the Human Resources Management Services. Knowledge: All Labour legislations, Departmental Policies and Procedures, HR related systems, Public service Act, Batho Pele principles, Public service regulations. Skills: Communication, planning and organizing, Computer literacy, Presentation, Problem solving, Conflict Management, Supervisory, Time Management, Report writing.

DUTIES : Render the Recruitment and Selection process. Process and approve service benefits e.g. Leave, Housing allowances, acting allowances, etc. Provide and monitor termination of service at the Province. Monitor establishment and the implementation of Human Resources policies. Monitor the payment of salaries

ENQUIRIES : Ms Z Maimane, Tel no: (021) 441 8125
APPLICATIONS : Chief Director: Provincial Operations: PO Box 872, Cape Town, 8000.
FOR ATTENTION : Sub-directorate: Human Resources Management, Western Cape.

POST 04/35 : **DATA MANAGEMENT OFFICER: LMIS REF NO: HR 4/4/9/218**

SALARY : R211 194 per annum
CENTRE : Provincial Office: Mmabatho
REQUIREMENTS : Three year tertiary qualification in Social Science/Economics/Statistics. Valid driver's licence. One year functional experience in labour market Information and Statistics. Knowledge: Departmental Policy and Procedures, Batho Pele Principles, Group Dynamics, Project management, COIDA, SDA, SDLA, LRA, EEA, BCEA, OHSA, UIA. Skills: Analytical, Assertiveness, Communication, Interpersonal, Innovative, creative and leadership, Management, planning organisation, Map reading, Performance management system, Team management, Fieldwork data collection.

DUTIES : Collect and collate information on the provincial labour supply and demand and to monitor and evaluate the skills gap as the per the government intervention programs. Administer provincial data warehouse system for the purpose of producing provincial quality data. Provide support to the provincial resource centre/library activities and procure new books when required. Provide provincial statistical time-series data for future departmental planning of indicators. Manage all the resources of the division.

ENQUIRIES : Mr OPS Sebatatso, Tel no: (018) 387 8100
APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735
FOR ATTENTION : Sub-directorate: Human Resources Management, Mmabatho

POST 04/36 : **INSPECTOR: INSPECTION SERVICES 3 POSTS**

SALARY : R171 069 per annum
CENTRE : Labour Centre: Klerksdorp –Ref No: HR4/4/9/216 (2 posts)
Labour Centre: Postmasburg-Ref No: HR4/4/8/242 (1 post)
REQUIREMENTS : Three year relevant tertiary qualification in Labour Relations / Human Resource Management/ Law No experience required. 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 ,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 : Mr OPS Sebatso, Tel: (018) 387 8100
Ms M Maruma, Tel no: (053) 313 0641

APPLICATIONS : Chief Director: Provincial Operations: Private Bag X2040, Mmabatho, 2735 Hand deliver at University Drive, provident House, Mmabatho, For Attention: Sub-directorate: Human Resources Management, Mmabatho
Chief Director: Human Resources Operations: Private Bag X5012, Kimberly, 8301, For Attention: Sub-directorate: Human Resource Management, Provincial Office, Kimberly

POST 04/37 : **ADMINISTRATION CLERK: SUPPORT SERVICES: IES REF NO: HR 4/4/1/43**

SALARY CENTRE REQUIREMENTS : R142 461 per annum
: Labour Centre: Graaf -Reinet
: Senior Certificate / Office Administration. Appropriate experience in Office Administration. Knowledge: Administrative procedures relating to an office, Filing and retrieval of documents, Ability to operate fax machine and a photocopier, Data capturing. Skills: Planning and organising, Computer literacy, Communication.

DUTIES : Render administrative support services to the Directorate. Control the movement of documents and files in the Directorate. Provide Supply Chain Management support in the Directorate. Render Human Resource Services support for the Directorate.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr LB Mduduma, Tel no: (049) 89 22142
: Deputy Director: Labour Centre Operations: P O Box 342, Graaf- Reinet, 6280
: Sub-directorate: Human Resources Management, Labour Centre Operations, Graaf- Reinet

POST 04/38 : **PROVISIONING CLERK 2 POSTS REF NO: HR 4/4/4/01/01**

SALARY CENTRE REQUIREMENTS : R142 461per annum
: Provincial Office: Braamfontein
: A Minimum Grade 12 Qualification. No experience required. Knowledge: National Treasury Act, Public Service Act, SCM Framework, Knowledge of the State Tender Board Act, LOGIS System, Public Service Regulations, PFMA, PPPFA. Skills: Computer literacy, Communication, Interpersonal relations, Client orientation and customer focus, Conflict management.

DUTIES : Provide administration services to (SBAC) sub bid Adjudication committee documents Provide administration services to the (DBAC) Departmental bid Adjudication committee. Render Bid Administrations services. Render administration support services.

ENQUIRIES APPLICATIONS FOR ATTENTION : Mr PM Ndukulu, Tel no: (011) 853-0416
: Chief Director: Provincial Operations: PO Box 4560, Johannesburg, 2001Hand deliever at 77 Korte Street, Braamfontein.
: Sub-directorate: Human Resources Management, Gauteng

POST 04/39 : **SECURITY OFFICER REF NO: HR 4/17/02/07HO**

SALARY CENTRE REQUIREMENTS : R119 154 per annum
: Security Services, Head Office
: Matriculation/Grade 12/Senior Certificate. Grade C Security Certificate. PSIRA. Twelve (12) months security experience. Knowledge: Access to Public premises and vehicles Act, Evacuation procedure, Promotion of Access to information Act, OHS Act, Departmental Policies and Procedures, Batho Pele principles. Skills: Interpersonal relations, Verbal and written communication, Computer literacy, Problem solving, Conflict Management.

DUTIES : Monitor all activities at access control point. Monitor control room to detect unlawful movement in and around building. Render front line services to internal and external clients. Patrol in the building to ensure safety measures. Control all deliveries at Laboria House.

ENQUIRIES
APPLICATIONS
FOR ATTENTION

- : Mr MA Maja, Tel no: (012) 309 4052
- : Chief Director: Human Resources Management: Private Bag X117, Pretoria, 0001
or hand deliver at 215 Francis Baard Street.
- : Sub-directorate: Human Resources Operations, Head Office